



HSTP Steering Committee Meeting (Human Services Transportation Plan)

Tuesday, November 29, 2016 – 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 July 27, 2016 Minutes (attached)**
- 3. Approval of the 2017 Meeting Schedule**
 - a. February 2, April 4, June 6, August 1, October 3, December 5**
- 4. HSTP Coordinator Updates**
 - a. Annual SCIL/HSTP Meeting**
 - b. National Rural Transit & Intercity Bus Conference**
- 5. Provider and Agency Updates**
- 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@tricityrpc.org, or visit <http://www.tricityrpc.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

Wednesday, July 27, 2016 – 12:00 PM

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

Meeting Minutes

Welcome & Introductions

Hannah Martin called the meeting to order at 12:04 p.m.

Roll Call

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	
Susan Lindsey	KCCDD	Knox	X	
Kraig McCluskie	Galesburg Transit	Knox	X	
Diana Bradstatter	Marshall-Stark PCOM	Marshall		X
Travis McGlasson	Marshall County Board	Marshall		X
Mary Patton	AARP	Peoria		X
Mark Rothert	Peoria County Asst. Admin.	Peoria		X
Debbie Daykin	Marshall-Stark Transport	Stark	X	
Robert Mueller	Stark County Board	Stark		X
Nancy Proehl	Tazewell County Board	Tazewell	X	
Andrew Rinehart	Tazewell County Board	Tazewell		X
Jonathan Gauerke	ADDWC	Woodford	X	
Mike Hutchinson	We Care	Woodford	X	
URBAN AREA SUBCOMMITTEE				
Dawn Harper	EPIC	Agency	X	
Jeannine McAllister	Advocates for Access	Agency	X	
Josh Moore	CityLink	Provider		X
Renee Razo	Central Illinois Agency on Aging	Agency	X	
Lee Linwood*				
Connie Schiele	Paratransit user	User	X	
Don Rulis	CWTC	Agency	X**	
Greg Cassidy	TCRC	Agency	X	

*Shared seat **Substitute Attendee

Also in attendance:

Maggie Martino, TCRPC

Hannah Martin, TCRPC

Nick Hayward, TCRPC

Julie Main, City of Galesburg
 Andrew Dwyer, CityLink
 Dedra Mannon, Galesburg Handivan
 Mona Robinson**, CWTC

Approval of the May 25, 2015 Minutes

Connie Schiele moved to approve the May 25, 2016 meeting minutes, seconded by Debbie Daykin. The motion passed with the following change for KCCDD update:

Susan Lindsey confirmed KCCDD will be sending in a CVP application very soon. KCCDD had a successful fundraising auction to help fund bus depot improvements. The design team is currently struggling to better accommodate bus riders as they leave the bus and access the building.

HSTP Coordinator Updates

Hannah Martin began by thanking CountyLink staff and RTAC for their coordinated efforts toward the success of the RTAC Bus Driver Training event that took place Saturday, July 9. Ms. Martin proceeded to highlight the National Aging and Disability Transportation Center (NADTC) and their FTA Section 5310 Course. This is a program of the FTA, administered by Easterseals and the National Association of Area Agencies on Aging (n4a), to assist in transportation activities benefitting the disabled and aging populations. Beginning in June, the NADTC launched a Section 5310 Course which includes webinars on innovative ways to use FTA Section 5310 funds. Overall, Ms. Martin has found NADTC website to be an extremely relevant resource and she encourages committee members to visit the site if they have not done so already.

Lastly, Ms. Martin announced she would be continuing her efforts to visit each of the providers in the next few months. She has already visited CountyLink’s Bellevue facility and has plans to visit KCCDD and Galesburg early August, followed by MSW Projects.

HSTP Goals and Objectives Action Discussion

At the last meeting of the HSTP Committee, members began to discuss the first goal from the recently adopted HSTP in efforts toward implementing the plan. That discussion continued, still focusing on Goal 1 as detailed in the table below:

Goal 1: Increase AWARENESS of public and human services transportation for target populations and the general public.	
Step	Status
A. Update and maintain a regional inventory of public transportation services to be posted on the TCRPC website, as well as sent out to transit stakeholders.	A basic inventory has been included in the 2016 Updated HSTP. Coordinator can post this as a separate item on the website.

B. Encourage public transportation providers and human services agencies to include links to other transportation service providers on their websites and/or in printed materials	No known progress.
C. Participate in county transportation committees/advisory groups and other relevant transportation committees. Gather information, identify coordination opportunities, and voice concerns and/or suggestions	Coordinator and other HSTP committee members have also attended CityLink ADA Committee meetings, ATCI in the past. TCRPC also facilitates transportation committee meetings for the Peoria-Pekin Urbanized Area attended by Coordinator.
D. Engage veteran’s stakeholder groups and agencies in the HSTP process	No known progress.
E. Encourage transit providers to expand and improve upon their marketing efforts	Previous Coordinator has done marketing presentations to group (Nov 2014)
i. Share marketing resources and best practices as they become available.	
ii. Provide technical assistance to agencies who wish to establish a website using the National RTAP website builder.	
iii. Educate agencies on the benefits of marketing.	
F. Continue to build and maintain an email listserv of human services agencies and other relevant stakeholders	Coordinator maintains mailing list for HSTP stakeholders currently used for HSTP Meeting emails.

The following questions were used to guide the discussion of steps toward implementation of this first goal.

- A. How often should this be sent out in a mass email?**
Annually should be sufficient.
- B. Does your agency/organization currently do this? If not, what barriers do you perceive that prevent achieving this goal?**
KCCDD has plans to include this in an upcoming website update.
Advocates for Access also currently does this.
Andy Dwyer suggested Tri-County include it in the HSTP page and then committee members (or anyone else) could just have that one link to get to all other resources.
- C. What other opportunities do you know of besides those listed to the right (CityLink ADA, ATCI, PPUATS)?**
Pekin has an ADA meeting bi-monthly on the second Thursday, according to Mr. Dwyer.
- D. County-based Veteran’s Assistance has been identified in the last meeting. Any other suggestions?**

People affiliated with the Peoria and Galesburg VA Clinics – maybe someone could speak at an HSTP meeting.

CIAOA used to take people to VA, as did Marshall-Stark, but not so much anymore. American Legion offers rides to members.

E. What resources do you need most to improve?

Already using health fairs, radio ads, monthly ads in papers for all social service agencies, brochure distribution.

Mike Hutchison feels WeCare does not have the capacity for any additional rides brought in by increased advertising. Woodford Co. service has increased over 100% in last five years.

a. How do we want to share best practices? Facebook page? Google Drive? Email?

Facebook – a few providers have pages. If used, keep it as a closed group without public comment enabled.

Google Drive – not everyone seemed familiar with the tool.

TCRPC Website – Hannah will be re-designing the HSTP page as part of TCRPC's new website expected to be completed soon.

b. Who is interested in this activity? Could we do a group session?

Marshall-Stark Transportation is the only one currently without a website.

Hannah will work with them to utilize National RTAP's free website-making tool.

c. How often would the Committee be interested in this kind of education?

N/A

Provider and Agency Updates

Connie Schiele, Paratransit User

Connie reported that she attended the RTAC Driver Training Event on July 9. She was impressed with the amount and variety of training drivers receive and felt it helped her better understand what drivers do.

Galesburg Transit

Kraig McCluskie announced that Galesburg Transit has a new chairman, John Peterson, who is actively encouraging stronger relationships with Knox College and Carl Sandburg College. The potential partnerships could eventually replace the city's local match funding. Current proposal is \$55/semester for a student pass.

RTAC

Mable Kreps announced the pre-trip/post-trip inspections workshop coming up in Springfield, IL.

CityLink

CityLink's Knoxville route is expanding to the north in order to meet significant predicted demand at the new shopping center anchored by the new Schnucks. Andrew Dwyer also reported he has been involved with several travel trainings. FTA Section 5339 grant funding of 1.42 million will assist in the purchase of 20-22 new vehicles for paratransit service. The efforts toward coordinated dispatch have been stalled by the State. Lastly, Peoria County will be having an auction that includes 4 14-passenger rural transit vehicles.

WeCare

Mike Hutchison reported they have received 2 new vehicles for Tazewell County service. The Woodford County vehicles did not get funded due to an error by IDOT-IPI. Some buses have had to be removed from service due to non-working air conditioning units. For Morton transit services, WeCare is implementing a new deviated fixed route type of service where trips from Morton into Peoria will be scheduled at 90 min increments. This service began starting July 1, 2016.

ADDWC

John Gauerke is still waiting for a van with a ramp from the CVP program

Central Illinois Agency on Aging

Renee Razo said her agency is still looking to add more back-up drivers.

Marshall-Stark Transportation

Debbie Daykin is waiting for 4 vehicles total, 2 from 2013 Capital funds, 2 from 2015 CVP program. Additionally, she is looking to dispose of a backup vehicle. Ms. Daykin is also frustrated with the poor communication from IDOT, especially the Program Managers. Her previous PM, Sol Rivas, has been replaced.

City of Galesburg/Galesburg Handivan

Dedra Mannon reported that Handivan's 2014 CVP vehicles were received. The brand new van already had to replace a body control module, under warranty.

Julie Main is still looking for PCOM trainings. GATA is also delaying the release of 5311 funds used for their operating costs. The state is requiring a survey/questionnaire to be filled out prior to any agreements/contracts for funding.

Other

None.

Adjournment

John Gauerke made a motion to adjourn the meeting, seconded by Greg Cassidy. The motion passed and the meeting adjourned at 12:56 pm.

—Submitted by Hannah Martin