



HSTP Steering Committee Meeting (Human Services Transportation Plan)/

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

Tuesday, June 6, 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. April 11, 2023 minutes**
- 4. Provider and Agency Updates**
- 5. Discussion: Bylaw Changes (Attachment)**
- 6. Discussion: Section 5310 Program Management Plan Update (Handout)**
- 7. HSTP Coordinator Report**
- 8. Other**
- 9. 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
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** (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 Robinson	GPMTD - CityLink	Peoria	X	
Traci Dowell	MSW Projects	Stark	X	
J. Thomas 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 (CityLift/CountyLink)	Provider		X
Renee Razo	Central Illinois Agency 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, April 11, 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	
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 Robinson	GPMTD - CityLink	Peoria	X	
Traci Dowell	MSW Projects	Stark		X
J. Thomas 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 (CityLift/CountyLink)	Provider		X
Renee Razo	Central Illinois Agency 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
Debbi La Rue, TCRPC
Audrey Barrett, Snyder Village

Jim Bremner, Washington Township
Marie Argubright, IVCIL
Melissa Ohrwall, IDOT

2. Public Comment

No public comment.

3. Approval of February 7, 2023 minutes

The committee did not have a quorum to approve the previous meeting's minutes.

4. Provider and Agency Updates

Advocates for Access

Jodi Scott had no updates.

EPIC

Dawn Harper had no updates.

Paratransit User

Chris Mitchell mentioned that GPMTD's WOW ADA Event was very successful. The event discussed the new updated passenger rules.

GPMTD

ShamRA Robinson reported the if you have a bus pass, you can attend the Peoria Riverfront Museum for free entry for the month of April. There have been some route updates due to the Bob Michel Bridge closure. They have been working on a marketing plan for the Washington paratransit project. The ADA WOW event took place at the library last month, and GPMTD also updated the rider's guide has been updated and there is a rider's guide video available on the GPMTD website.

City of Galesburg

Fixed-route buses are down, and they had to use their paratransit buses in the meantime. They were able to install cameras using grant dollars. Working to complete their online app project.

KCCDD

Joe Coffin had no updates.

Fulton County

Audra Miles submitted the county's FY 24 applications for DOAP and 5311.

Fulton County Rural Transit (FCRT)

Shelly Entrekin reported that they hired one driver, though they need a couple more.

AARP

Mary Patton reported that AARP is looking to increase the adult day services rates. She said that hourly rates and unit transportation are the ways AARP is looking to increase the rate of the day services. This is related to House Bill 32-23, and Representative Lindsey LaPointe is the chief sponsor.

Snyder Village

Audrey Barret had no updates.

IVCIL

Marie Argubright noted that IVCIL has moved from the LaSalle office; they are now in Spring Valley. Their new address is 1 Lesbuzz Way, Spring Valley, IL 61362.

Washington Township

Jim Bremner reported that the Washington project has been extended to February 2024. Monthly tracking showed that 165 rides were provided in March, and they are working on advertising to increase this number. He is looking to do direct mail for people with disabilities who live in the 61571 (Washington Township) area to increase ridership.

Central Illinois Agency on Aging

Renee Razo had no updates.

IDOT

Melissa Ohrwall had no updates.

5. Discussion: Future In-Person Meetings

Reema gave an update on the status of hybrid meetings. The governor of Illinois has decided not to extend his executive order which overrides the Open Meetings Act. This means that the HSTP committee must now conduct in-person meetings. Reema then opened a discussion with the committee to see how to best accommodate committee members to reduce their burden of travel. One possible idea was to alternating meeting locations between Peoria and Galesburg. Some committee members noted that Galesburg is even further away from Peoria, making meeting attendance more difficult. Some Galesburg members noted that they are willing to carpool to get to meetings. Since there was no consensus on a new location structure, the group will move forward with the current structure of holding bimonthly meetings in Peoria.

6. Report from Recent Conferences

Reema reported on the conferences that she attended. She talked about attending both the Rural Transit Assistance Center (RTAC) and the American Planning Association National Conference in Philadelphia. She also shared the different methods and ideas that she learned at each conference.

7. HSTP Coordinator Report

Reema conducted three Section 5310 reviews. She has more reviews to conduct and will be in touch with organizations that need to be reviewed. She also made a call to get guest speakers for future HSTP meetings.

8. Other

None.

9. Adjourn

The meeting was adjourned at 12:47 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 21st 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.

- 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.