



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

**Tuesday, December 3, 2019 - 12:00 PM**

*Open to the Public*

### **Meeting Location:**

**456 Fulton St., Suite 420  
Peoria, IL 61602**

### **Agenda**

- 1. Welcome, Introductions, & Roll Call**
- 2. Public Comment**
- 3. Approval of the February 5, 2019 Minutes (due to lack of quorum in April)**
- 4. Approval of the April 2, 2019 Minutes (due to lack of quorum in October)**
- 5. Approval of the October 1, 2019 Minutes**
- 6. Provider and Agency Updates**
- 7. HSTP Coordinator Report**
- 8. Discuss Potential Changes to Bylaws**
- 9. Other**
- 10. Adjourn**

Opportunities for public comment will be afforded.

For more information, contact Reema Abi-Akar at (309) 673-9796 ext. 231 or [rabiakar@tricountyrpc.org](mailto:rabiakar@tricountyrpc.org), or visit <http://www.tricountyrpc.org/multi-modal/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 Meeting

## Tuesday, February 5, 2019 – 12:00 PM

CityLink Administrative Offices, 2105 NE Jefferson Ave, Peoria, IL

### Meeting Minutes

#### Welcome, Introductions & Roll Call

Hannah Martin 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	
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	
Andrew Dwyer	GPMTD - CountyLink	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
Tyler Rogers	ADDWC	Woodford		X
Mike Hutchinson	We Care	Woodford	X	
URBAN AREA SUBCOMMITTEE				
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	
James Barrett*			X	
Connie Schiele	Paratransit user	User		X
Don Rulis	CWTC	Agency		X
Greg Cassidy	TCRC	Agency		X

\*Shared seat \*\*Proxy Vote

#### Also in attendance:

Hannah Martin, TCRPC  
 Reema Abi-Akar, TCRPC  
 Nick Standefer, GPMTD  
 Julie Briner, MSW Projects

Audrey Barret, Snyder Village  
 Becky Jollay, Galesburg  
 Richard Dubois, St. Joseph's  
 Mark Rudolph, KCCDD

Lee Linwood, WeCare  
 Lizette Tripur, DHS  
 Ellen Larsen, VNA  
 Ray Lees, TCRPC

## **Public Comment**

Hannah Martin introduced some new members and attendees including Mark Rudolph from KCCDD, Lee Linwood from We Care, Lizette Tripur, and Nick Standefer from CityLink. Hannah also mentioned on behalf of Chris Mitchell that CityLift did a great job in the recent frigid conditions.

## **Approval of the December 4, 2018 Minutes**

Debbie Daykin moved to approve the December 4, 2018 minutes, and Mary Patton seconded. The motion passed.

## **Provider and Agency Updates**

### ***CityLink***

Andy Dwyer reported that there is a new General Manager for CityLift and CountyLink. Chad Betts will start next week. Andy mentioned that Nick Standefer will begin attending HSTP meetings in place of Doug Roelfs. Andy apologized for spotty transit issues during recent weeks; there had been some security breaches that required servers to be shut down a couple of times. Now, he said, they are up and running. A new safety manager will also be starting at MV soon.

### ***AARP***

Mary Patton discussed livable communities and smart streets. She said that Syracuse, New York received a grant so the city could clean sidewalks around main roads, bus stops, and schools. She noted that Rochester, New York also does the same, but charges a fee.

Andy mentioned that Peoria tried this with their Smart Streets Initiative that is no longer happening. He said that there is currently a GPMTD agreement to clear sidewalks within five feet of any sign. Hannah said that there may be a fee for businesses that don't clean their sidewalks. Ray Lees noted that a recent Peoria Journal Star article reported that Councilwoman Beth Akeson said that the City of Peoria should start enforcing their snow clearing ordinance more.

### ***St. Joseph's Nursing Home, Lacon***

Richard Dubois commented that the roads in Lacon were dangerous after the recent snow and icy weather. He mentioned a crash involving a teacher from a local high school.

### ***We Care***

Mike Hutchinson reported that they are beginning to work on 5311 grants. He said that We Care was closed this past Wednesday due to inclement weather, but they were open again on Thursday.

### ***FCRC/FCRT***

Shelly Entrekin reported that RTAC training will take place on February 15, and as of now there are open seats still available. Hannah mentioned that this training will be good for three years for those who attend.

### ***KCCDD***

Mark Rudolph reported that KCCDD has added a minivan and a Ford Transit, but they are still raising money for more vehicles.

### ***CIAA***

Renee Razo reported that they are always working to find drivers.

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

Becky Jollay reported that their Paratransit Handivan was closed last Wednesday due to extreme cold weather. She also said that Masstrack was hired to work on their transit, and the City submitted its second IDOT quarterly report.

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

Debbie Daykin said that while she has nothing to report, she commented that she was pleased to see Mary Patton's name quoted in a recent issue of the AARP bulletin.

### ***MSW Projects***

Traci Dowell reported that their 5311 contracts should be receiving payments soon. She said that their organization closed with the local schools, so they ended up being closed seven days in two weeks. Traci also mentioned that MSW Projects is celebrating 45 years this month.

### **HSTP Coordinator Report**

Hannah reported that Zoe Keller will be taking over for Mike Healy in IDOT's CVP program. She said that any vehicles that were awarded from last spring can be picked up in the fall due to a backlog. Applications should become available soon, but awards will not be available for much longer.

Dawn Harper asked if any other organizations have picked up new buses lately, because EP!C has had problems with their heavy duty buses when they received them. She said they were different from other buses they'd gotten in the past, and there was something wrong with the door.

Hannah said that urban subcommittee positions will be expiring, and that anyone should let her know of any expected changes. Hannah said that she will share goals and objectives in April, leading up to the plan update. June 2017 5310 grants and agreements will be in place next

month—there will be more money available in an upcoming funding round. She will have more information about this at the April HSTP meeting. Further, Hannah noted that the RTAC conference will occur on March 12 and 13.

Reema is beginning to transition into Hannah’s current role leading the HSTP meetings—these changes will be more evident in the next several months.

### **Discussion: Autonomous Mobility**

A new regional nonprofit called NexMobi, which is a partnership among CityLink, Tri-County, and other entities in the community, focuses on autonomous vehicles and their potential in the Peoria area. The regional team is planning to pursue a grant for up to \$10 million to carry out physical demonstrations of autonomous vehicles in the area. Hannah said there may be more community meetings regarding this topic.

### **Other**

Since there are several new faces coming onto the HSTP committee, Hannah conducted an HSTP 101 discussion session to help acclimate them and refresh others’ memories. Hannah explained that one of the goals of HSTP is to make the most of federal and state funding to support people who are elderly and those who are disabled. HSTP also identifies service gaps and overlaps. Debbie clarified that the group seeks to understand transportation needs and challenges across the full region—collaboration is key. Mary commented that it is valuable to meet face-to-face with others to spur further dialogue and communication. Audrey Barrett said that she has been able to connect with contacts and help solve issues that have arisen for her organization.

Ray asked how this group collaborates with political representatives and legislative issues. Andy said that he is currently talking with PACE’s CEO. He said that HSTP is the oversight agency aimed to collaborate with regional groups to share problems. He said that at the core, HSTP emerged from mandated programs that were put into place.

The question of minimum wage came up in the discussion. Some members commented that it is necessary to speak with legislators to understand how a possible increase in minimum wage will impact smaller, rural operations and their service. Mary said that for a variety of issues, it is imperative to visit and speak with as many political figures as possible because they listen to people, and it seals your place with them even if there is some disagreement. Andy said he is hoping to work with IPTA (Illinois Public Transit Association) to deliver a letter about this minimum wage issue and questions regarding its future.

Andy mentioned that Peoria will host the September 2020 IPTA conference, which will be the 50<sup>th</sup> anniversary of the GPMTD organization. He encouraged anyone in the group to join and become a member of IPTA. He said that Representative Darin LaHood will co-chair the bus caucus that advocates for equipment.

## **Adjournment**

Debbie Daykin moved to adjourn the meeting, and Mary Patton seconded. The meeting adjourned at 1:24 p.m.

—Submitted by Reema Abi-Akar & Hannah Martin

# Human Services Transportation Plan Steering Committee Meeting

**Tuesday, April 2, 2019 – 12:00 PM**

CityLink Administrative Offices, 2105 NE Jefferson Ave, Peoria, IL

## Meeting Minutes

### Welcome, Introductions, & Roll Call

Hannah Martin 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	
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	
Andrew Dwyer	GPMTD - CountyLink	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
Tyler Rogers	ADDWC	Woodford		X
Mike Hutchinson	We Care	Woodford		X
URBAN AREA SUBCOMMITTEE				
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
James Barrett*			X	
Connie Schiele	Paratransit user	User		X
Don Rulis	CWTC	Agency		X
Greg Cassidy**	TCRC	Agency	X	

\*Shared seat \*\*Proxy Vote (Debbie Wendel attended on behalf of Greg)

### **Also in attendance:**

Hannah Martin, TCRPC  
 Reema Abi-Akar, TCRPC  
 Nick Standefer, GPMTD  
 Julie Briner, MSW Projects  
 Chris Mitchell, transit rider

Audrey Barret, Snyder Village  
 Becky Jollay, Galesburg  
 Richard Dubois, St. Joseph's  
 Mark Rudolph, KCCDD  
 Chad Betts, CityLift

Lee Linwood, WeCare  
 Lizette Tripur, DHS  
 Ellen Larsen, VNA  
 Brian Hiatt, MV  
 Transportation

## **Public Comment**

Chris Mitchell said that she has had positive experiences in recent CityLift and CountyLink rides.

## **Approval of the February 5, 2019 Minutes**

Due to a lack of quorum, the February 5, 2019 minutes could not be approved during this meeting. They were tabled until the next meeting with a quorum. There were no comments regarding the minutes.

## **Provider and Agency Updates**

### ***MSW Projects***

Traci Dowell reported that they have submitted their applications for DOAP and 5311 funding.

### ***CityLift***

Brian Hiatt introduced Chad Betts as CityLift's new General Manager. Chad reported that they are moving forward with a route performance plan. Chad discussed a "rover route," where a driver goes out in peak times that have no trips scheduled and can easily transfer these to the original route if something comes up. He noted that CityLift is developing templates throughout the calendar year that will remain the same; this will allow dispatch staff to maximize calls made on the previous day.

Chad continued, saying that there has been a 32% decrease in late and missed trips from last month — a big difference, he noted. He said that CityLift is being mindful in the future to maximize routes and utilize the workforce most efficiently. In fact, Chad noted, while CityLift currently has a driver shortage, he said that many people have recently filled out applications.

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

Debbie Daykin reported that the County Board has passed a resolution to help people apply to HSTP-related funding.

### ***We Care***

Lee Linwood reported that their organization has also completed 5311 and DOAP applications.

### ***EPIC***

Dawn Harper reported that a driver they have had for five years is leaving soon.

## **CIAA**

James Barrett mentioned that there will be a senior-focused event on May 28<sup>th</sup> at the Embassy Suites. He said there will be 28-30 vendors, entertainment, and information at the event. CityLift will collaborate and help with transportation. James also mentioned that there will be a golfing event on August 16. CIAA helps deliver meals on New Year's Day, and this golfing event will sponsor that meal delivery. James said that there will likely be more information on their website as the event approaches.

## **Fulton County PCOM**

Audra Miles also reported that their 5311 and DOAP applications have been submitted.

## **CityLink**

Nick Standefer noted that CityLink has recently put out bids for tech companies to modernize buses and technology services. This modernization could include real-time tracking to improve route speed and efficiency. Nick says that this would be expected to impact services in a positive way.

Andy Dwyer reported that there will be potential expansions of operations analysis for full fixed-route operations. In the future, a livestreaming app for real-time bus data may be a new element.

Andy also explained that the autonomous grant has been successfully submitted. Mary Patton asked if our grant submission is in competition with Champaign. Andy responded that there is \$60 million available nationwide, and Hannah said that 6-10 projects will ultimately be selected. Two more projects in Illinois, near Chicago, are also in the running along with Columbus, Ohio. Andy noted that this region's submission is strong due to an impressive portfolio—connections with several organizations are expected to help in the long run. An HSTP member asked if Representative Ryan Spain helped obtain state money. Hannah responded that IDOT has provided letters of support along with financial support from State Farm at the last minute.

Chad mentioned that CityLink have formulated a team for the More than Pink Walk on May 11. The fee to participate is \$35, and the team name is "Transit Warriors." Chad noted that anyone who is interested in joining this team can contact Brian or look them up online. Chris Mitchell asked if there is a poster that riders can sign to be able to support the effort, noting that some people may be using CityLink, CountyLink, and/or CityLift to transport them to treatment. Chad and other GPMTD staff responded positively.

## **HSTP Coordinator Report**

Hannah reiterated that the autonomous grant has been submitted. Andy and Hannah are looking towards acquiring more funding from IDOT to sponsor local and regional projects. One of such projects could be an intense study outside of CityLink's current district (within the urban areas) to determine a long-term funding mechanism. Hannah noted that there are several underserved areas and some areas with no service whatsoever.

Andy discussed the pilot project for coordinated dispatch. He said that ridership increased, and that rural service vehicles often venture into Peoria. He noted that other areas such as Chillicothe are labeled as "urban" by the US Census, but they are not being serviced. Andy said that rides per hour have increased, and therefore cost per ride has decreased—he said GPMTD is looking to study this. Andy said that GPMTD is looking to connect with TCRC or other organizations with an intergovernmental agreement to ensure that underserved areas are ultimately served.

Debbie Daykin asked the group how the RTAC conference went. Hannah and Andy responded that it was a positive experience. Topics covered included human resources, random drug testing. Other HSTP members noted that the retired police officer from the second day was memorable.

Debbie asked the group if anyone has received their missing titles. Andy responded that Jeff Waxman told him they would plan to deliver them by May.

## **Transportation for Illinois Coalition (TFIC) Lobby Day – April 3**

Andy introduced the Transportation for Illinois Coalition (TFIC) Lobby Day is set for April 3 in Springfield. This will be a day to lobby for all things transit. Andy said that he will be there, along with others talking to representatives. He said that if any HSTP members have letters of support, they can send them to him. He said his group will be advocating for the HSTP region and the Peoria region on issues of public transit, senior transit, rural transit, and other organizations.

## **Other**

No other issues were brought up.

## **Adjournment**

The meeting adjourned at 12:35 p.m.

# Human Services Transportation Plan Steering Committee Meeting

**Tuesday, October 1, 2019 – 12:00 PM**

Tri-County Regional Planning Commission offices  
Room 420, 456 Fulton St., Peoria, IL 61602

## Meeting Minutes

### Welcome, Introductions, & Roll Call

Reema Abi-Akar called the meeting to order at 12:03 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
Andrew Dwyer	GPMTD - CountyLink	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
Tyler Rogers	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
James Barrett*				X
Connie Schiele	Paratransit user	User		X
Don Rulis	CWTC	Agency	X	
Greg Cassidy	TCRC	Agency	X	

\*Shared seat \*\*Proxy Vote

### **Also in attendance:**

Reema Abi-Akar, TCRPC  
Hannah Martin, TCRPC  
Michael Bruner, TCRPC  
Julie Briner, MSW Projects

Lee Linwood, WeCare  
Audrey Barret, Snyder Village  
Becky Jollay, Galesburg  
Amber Connour, Galesburg Transit

Caryl Riley, US Census

## **Public Comment**

No public comment.

## **Approval of the February 5, 2019 Minutes**

Due to a lack of quorum, the February 5, 2019 minutes could not be approved during this meeting. They were tabled until the next meeting with a quorum. There were no comments regarding the minutes.

## **Approval of the April 2, 2019 Minutes**

Due to a lack of quorum, the April 2, 2019 minutes could not be approved during this meeting. They were tabled until the next meeting with a quorum. There were no comments regarding the minutes.

## **Provider and Agency Updates**

### ***TCRC***

Greg Cassidy said that TCRC now has a presence on the ICC campus, and they have opened a springboard classroom for those who graduated high school but need further assistance.

### ***MSW Projects***

Traci Dowell reported that their new minivan funded through CIAA is not handicapped because she said that seniors have trouble getting into handicapped vans. They received a new minivan on the previous Friday.

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

Becky Jollay said that they have contracted with TranSystems out of St. Louis to conduct a visibility study regarding rural service in Knox County. She said the first draft is back and the second draft is on the way.

### ***CityLink***

Andy Dwyer reported that their Comprehensive Operational Analysis, including route changes, alterations, and extensions, is in the works. They are considering half hour service throughout the day.

As for CountyLink, he said, they will have their IDOT review at the end of the month. CountyLink and CityLift offices are now under one roof; this means there are 50 vehicles out of their Olympia Drive location providing urban and rural coverage.

### ***Galesburg Transit***

Kraig McCluskie said that Knox County has a resolution to create a mass transit district.

### ***WeCare***

Lee Linwood mentioned the IDOT planning conference happening later this week in Evanston.

### ***Snyder Village***

Audrey Barrett said that they could use more drivers and another vehicle.

### ***TCRPC***

Michael Bruner discussed a grant opportunity through the state regarding the 2020 Census. He explained that Tri-County has applied for this grant, which would result in up to \$650,000 over a 10-county region if Tri-County is successful. The grant recipients will be announced in mid-October.

## **HSTP Coordinator Report**

Reema gave updates from the IPTA conference: Zoe Keller of IDOT reported that they are still waiting on a decision from the governor's office regarding CVP. They have not yet released the 2019 application, which is normally released in March. Hannah clarified that this is due to past lags and issues that are still being fixed. These lags, in turn, hold back vehicles that come from 5311 funding.

Zoe said that 2018 CVP applications have now been scored, but notifications have not yet been sent out. Zoe also mentioned that for 5310 and 5311, all vehicles have been ordered except the super-medium vehicles. She said there is no timeline set for that.

Reema discussed Tri-County's upcoming Long-Range Transportation Plan. This is a document that is updated every five years, and it is now time to provide an update. It is a federally mandated plan that outlines projects from 2020-2045. Future transportation funding is tied to these projects. Tri-County is beginning the planning process, which involves the creation of several sub-committees across sectors: Public Health, Environment, Economy, Mobility/Connectivity, and Freight. These meetings will kick off this month and next.

## **SPR Grey Area Request for Proposals**

Hannah introduced the SPR Grey Area project: There was a call for projects in April for statewide planning projects. Tri-County was awarded a grant for a "Grey Area" study to identify service that is not provided in the urbanized area the CityLink does not currently provide. The study will focus on the populations that have the highest need for such services.

Tri-County will work with CityLink and WeCare on this project, which will last until fiscal year 2021.

Hannah also mentioned that Peoria County is also doing a study for the 61605 zip code in Peoria to identify needs and service requirements for that area.

Andy Dwyer said that CityLink applied for two different SPR grants regarding a first mile and last mile study as well as an airport parking study. Due to administrative/paperwork issues on the state end, it is unclear which project was successful. He said that the grey area study will look at census data that emerges to see if there are changes in the definition of areas as rural or urban. If the urban area expands, CityLink will have to look further into their coverage of the region.

## **2020 Census Presentation**

Caryl Riley spoke about the 2020 Census. She explained the importance of counting everyone once for the decennial census. Census Day will be on April 1, 2020, and the counting will be done in August. The results will be delivered to the president on December 31, 2020, then released to states and municipalities on April 1, 2021. Tracts will also be redrawn in April 2021. The ACS survey, Caryl said, is done annually and asks questions regarding transportation (2018 data will be released at the end of November).

Caryl explained that the outreach efforts will mostly target hard-to-count (HTC) populations including (but not limited to) the elderly, people with disabilities, veterans, and people in rural areas. Community-level partnerships through Complete Count Committees are crucial to counting these HTC populations—people will be more trustful when they speak to those they know in their communities.

The decennial census survey will be online for the first time (though it will be accessible via other means as well, such as telephone). This allows the process to be faster, easier to overlay data, and allow the US Census to address red flags easier. The census will dictate how money will be allocated to social services in numerous contexts.

Caryl said that there is a website that specifically addresses rumors about the 2020 Census (<https://2020census.gov/en/news-events/rumors.html>). The census is partnering with libraries to create public places for people to fill out the census if needed. Therefore, there will need to be transportation available to those public places. Caryl says anyone can contact her if they have questions throughout the census process, and to please spread the word about the census.

Debbie Daykin said that in the 2000 census, Marshall and Stark counties were classified as “urban” instead of rural, and this has affected their funding negatively. She said the Town of Henry is classified as rural, but the rest of the county is classified as urban, which is odd. Caryl said she can get Debbie in touch with someone who may be able to comment further about this.

**Other**

No other issues were brought up.

**Adjournment**

The meeting adjourned at 12:39 p.m.