



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

**Thursday, August 4, 2020 – 12:00 PM**

*Open to the Public*

**Meeting Location: VIRTUAL**

Please join the meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/218329805>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 218-329-805

### **Agenda**

- 1. Welcome, Introductions, & Roll Call**
- 2. Public Comment**
- 3. Approval of the December 3, 2019 Minutes**
- 4. Provider and Agency Updates**
- 5. HSTP Coordinator Report**
- 6. Grey Area Study Update**
- 7. Discussion of New Bylaws**
- 8. Discussion of potential Chair/Vice Chair**
- 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@tricityrpc.org](mailto:rabiakar@tricityrpc.org), or visit <http://www.tricityrpc.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, December 3, 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 12:02 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	
Mark Rudolph	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
(vacant)	-	Stark		X
Mary Jo Holford	Tazewell County Board	Tazewell		X
(vacant)	-	Tazewell		X
Tyler Rogers	ADDWC	Woodford		X
Lee Linwood	We Care	Woodford		X
URBAN AREA SUBCOMMITTEE				
Dawn Harper	EPIC	Agency	X	
Jeannine McAllister**	Advocates for Access	CIL	X	
Angel Marinich	CityLink	Provider		X
Renee Razo*	Central Illinois Agency on Aging	Agency	X	
James Barrett*				X
Chris Mitchell	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  
Ray Lees, TCRPC  
Julie Briner, MSW Projects

Chad Betts, MV Transit  
Becky Jollay, Galesburg  
Audrey Barret, Snyder Village  
Amber Connour, Galesburg Transit

Brian Hiatt, MV Transit  
John Peterson, Knox County

## **Public Comment**

Chris Mitchell commended Greater Peoria Mass Transit District for their service and said that the public transit system was especially helpful on Halloween when conditions were difficult and snowy.

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

Debbie Daykin moved to approve the February 5, 2019 minutes and Greg Cassidy seconded. The motion passed.

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

Kraig McCluskie moved to approve the April 2, 2019 minutes and Shelly Entrekin seconded. The motion passed.

## **Approval of the October 1, 2019 Minutes**

Debbie Daykin moved to approve the October 1, 2019 minutes and Greg Cassidy seconded. The motion passed.

## **Provider and Agency Updates**

### ***TCRC***

Greg Cassidy reported that TCRC has been awarded a van, and they will pick it up in the spring.

### ***EP!C***

Dawn Harper reported that EP!C is also receiving a new vehicle, which they will pick up this month.

### ***CityLift/CountyLink***

Brian Hiatt publicly recognized and thanked one of Greater Peoria Mass Transit District's drivers, Eva Monroe, who was ranked seventh in the country. He said that she hasn't had an accident or minor incident in seven years.

Chad Betts said that MV Transit has a new contract with the City of Peoria. The wages will be higher through a union, and he said they are pacing themselves for the minimum wage increase. He said they hired new employees, gave out promotions, and completed winter route bids for drivers. Now, Chad said, there are new part-time shifts available.

### ***MSW Projects***

Dianna Brandstatter reported that MSW Projects will receive two new minivans this week.

### ***Fulton County PCOM***

Audra Miles said that she is waiting on IDOT's final report.

## **FCRT**

Shelly Entrekin said that FCRT is also receiving new vehicles, but there is a wide delivery range.

## **City of Galesburg**

Becky Jollay reported that the City is receiving three replacement lift buses, one transit and two paratransit. The City is also expected to receive two new buses from the 5339 grant from the FTA. The City/Knox County had their IDOT review, and the only major concern that arose was an oversight issue, which Becky said they will fix by filling out the BOBS form monthly instead of quarterly.

Further, Becky reported that the City hired TranSystems to see how to address Knox County Transit outside of Galesburg. She said there will be a meeting next week to further discuss this.

## **CityLink**

Andy Dwyer reported that CityLink also went through their IDOT review with few notes that needed to be addressed. CityLink was awarded five vehicles through CVP. This was the result of their application being lost; they worked with the state to fix this issue.

CityLink's Comprehensive Operations Analysis was presented to the board. The document suggests an alteration of some fixed routes. Andy said that the timeline will be announced next Monday, and there will be an app in the future related to this.

Andy explained that Greater Peoria Mass Transit District is building a new maintenance facility. Though they did not receive grants they applied for, he said that GPMTD is 70% of the way through its design phase, increasing the likelihood of receiving money in the future. Further, Andy reported that the transit center remodel has nearly completed its first phase and will therefore be moving to Phase 2 shortly.

Lastly, Andy reported that CityLink has been awarded a microtransit grant. He explained that this sort of "incremental" transportation refers to human-scale activities such as scooters, bikesharing, carpooling, ridesharing, etc. CityLink is looking to shorten service gaps, especially during off hours.

## **Galesburg Transit**

Kraig McCluskie said that Knox County is looking to update its fixed route systems. Amber Connour mentioned that they also had their IDOT review recently, as well as another audit from Baker-Tilly in late October.

## **CIAA**

Renee Razo reported that James Barrett has retired. She said that Cliff Williams is new and will plan to come to future meetings.

### ***Paratransit User***

Chris Mitchell discussed an issue she had that could affect other paratransit users and drivers. She said that one of the doctors is moving from the Illinois Eye Center to Proctor, which is not updated on either location yet online. This nearly resulted in a trip to the wrong office before the issue was caught. She recommended double checking where doctors are located before the driver inputs the address.

Chris also complemented Angel Marinich and the rest of the Greater Peoria Mass Transit District paratransit personnel for solving issues that arose.

### ***Snyder Village***

Audrey Barrett reported that they are supposed to receive a bus either in the spring or the fall, though they still need another driver.

### ***TCRPC***

Ray Lees explained that the Bob Michel Bridge will get a new walking/biking path in the future. He said that this project has been selected as a priority for transportation funding in the region. The state capital program has appropriated \$20 million for the bridge, including a barrier-protected pathway for walkers and bikers. While the planning process and further details are still being figured out, planning for the pathway will be a step in the right direction safety-wise.

### **HSTP Coordinator Report**

Reema explained that she had attended five IDOT RLS reviews throughout the region (GPMTD – Peoria, Fulton County, Galesburg – Knox County, Tazewell County, and Woodford County) in the past couple months. There were no critical issues that the reviewers were concerned about; however, some key points that were mentioned were:

- The need to have a Title VI plan available to the public
  - Must have an accessible complaint process for Title VI and ADA
- Some organizations had a no-show policy that states that a rider can be suspended after three no-shows in three months; RLS reviewers asked to change this to a percentage
  - A rider cannot be suspended for longer than 30 days at a time (except in special cases)
- Ensuring that maintenance and disposal of vehicles fits IDOT's requirements
- Drug & alcohol testing must be available even later in the day and on Saturdays

Reema also brought up the topic of the census grant. At a previous HSTP meeting, Reema mentioned that TCRPC had applied for a grant through the state to conduct marketing for the US 2020 Census. Reema reported that TCRPC has now received that grant, which covers Tazewell, Woodford, Livingston, McLean, DeWitt, Stark, Marshall, Fulton, Mason, and Peoria counties. Some funding allocation details are still cloudy, but there will be more information at the next meeting, especially how it could affect transit and paratransit agencies in the region.

## **Discuss Potential Changes to Bylaws**

Reema presented a handout showing the current bylaws. She noted that the current bylaws have not been updated since July 2016. She proposed potential changes to ensure that the group remains cohesive and maintains a fair process. The most prominent changes are as follows:

- Citing the lack of quorum at the past three meetings, Reema explained that it is necessary to add language about attendance:
  - A member can notify HSTP staff in advance if they cannot attend; this will be considered an excused absence.
  - If a member does not attend a meeting and does not notify HSTP staff in advance, it will be counted as an unexcused absence.
  - After three unexcused absences, HSTP staff can recommend a new member.
  - Finally, if a member or representative member has not attended at least two HSTP Region 5 meetings within a year of submitting a CVP application, HSTP reserves the right to give that organization a participation score of zero.

These potential changes received positive feedback from the group. Debbie Daykin suggested that if some members continue to have unexcused absences, HSTP staff could send a letter to their respective County Board Chair informing them that members are not required to be county board members. Mark Rudolph brought up the question of whether electronic attendance should be considered a form of “attendance.”

Mark also said that in the “Voting” section (D), #3 may not be legal. D3 states: “If only one rural representative from a particular county is present at a meeting where a vote is taken, that person may represent both positions from that county, and may therefore have two votes.” This will likely have to be removed from the bylaws.

Hannah brought up the idea of having a chairperson besides HSTP staff from Tri-County. She said that other regions use this structure, though either way is considered correct. Debbie Daykin commented that she likes the current structure. Reema suggested the possibility of adding language in the bylaws to give the committee the option of electing a chair. She mentioned that next time, the committee will be able to vote on these bylaw changes.

## **Other**

No other issues were brought up.

## **Adjournment**

Debbie Daykin moved to adjourn the meeting, and Renee Razo seconded. The meeting adjourned at 12:51 p.m.