



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

**Tuesday, October 13, 2020 – 12:00 PM**

*Open to the Public*

**Meeting Location: VIRTUAL**

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

<https://www.gotomeet.me/TCRPC/hstp>

You can also dial in using your phone:

United States: +1 (408) 650-3123

**Access Code:** 527-106-485

### **Agenda**

- 1. Welcome, Introductions, & Roll Call**
- 2. Public Comment**
- 3. Approval of the August 4, 2020 Minutes**
- 4. Provider and Agency Updates**
- 5. HSTP Coordinator Report**
- 6. Grey Area Study Update**
- 7. Approval of New Bylaws**
- 8. Discussion of HSTP Region 5 Plan Document Update**
- 9. Other**
- 10. Adjourn**

# Human Services Transportation Plan Steering Committee Meeting

## Tuesday, August 4, 2020 - 12:00 PM

Virtual meeting via GoToMeeting

### Meeting Minutes

#### 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*	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	
J. Thomas Howes	Stark County Board	Stark		X
Brandon Hovey	Tazewell County Board	Tazewell	X	
Mary Jo Holford	Tazewell County Board	Tazewell		X
Tyler Rogers	ADDWC	Woodford		X
Lee Linwood	We Care	Woodford		X
URBAN AREA SUBCOMMITTEE				
Dawn Harper	EP!C	Agency	X	
Adam Duvall	Advocates for Access	CIL		X
Angel Marinich	CityLink	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

#### Also in attendance:

Hannah Martin, TCRPC  
 Brian Hiatt, MV Transit  
 Mable Kreps, RTAC  
 Clifford Williams, CIAOA

Audrey Barret, Snyder Village  
 Ryan Berger, City of Galesburg  
 Jim Bremner, Washington Township  
 Mick Johnson, MV Transit

## **Public Comment**

None.

## **Approval of the December 3, 2019 Minutes**

Andy Dwyer moved to approve the December 3, 2019 minutes and Greg Cassidy seconded. Shelly Entrekin made a correction: FCRC, not FCRT, received vehicles. This correction was noted. With this correction, the motion passed.

## **Provider and Agency Updates**

### ***FCRT***

Shelly Entrekin reported that FCRT has two new vehicles.

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

Ryan Berger introduced himself; he is a planner for the City of Galesburg. He said that the city is now directly administering their transportation component, and that the city is looking to fill a transit manager position.

### ***MSW Projects***

Traci Dowell reported that ridership has picked up slightly.

### ***AARP***

Mary Patton said that AARP is looking at better safety procedures for nursing homes, with potential help from the state. There was some discussion regarding transportation from nursing homes to dialysis and medical procedures (non-elective surgeries). Brandon Hovey commented that this is an important concern due to family experience with older relatives needing medical transportation.

### ***CityLink***

Andy Dwyer responded to Mary's question regarding transportation from nursing homes for medical procedures. He said that the Greater Peoria Mass Transit District provides any trip requested. Initially, GPMTD reached out to some businesses to make sure they were open to make sure passengers weren't dropped off and waiting outside for nothing.

Andy reported that there is an RFP for Paratransit Service. There is a software board approval scheduled for the upcoming agenda. He said that social service client transportation is increasing, taking distancing issues into account. There are three major providers in the area (plus dialysis).

He said GPMTD is expecting capacity concerns at 35%. GPMTD has asked these social service agencies what their plan is. For example, EP!C is asking families to bring people back in the short term; Andy is discussing with Dawn and her team. She expects about 66% to come back, but capacity issues will arise around 35%, especially with social distancing and wheelchairs.

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

Brian Hiatt said that they are currently bringing back as many drivers as possible. He also noted that a dispatch position has been filled by the individual who had been the safety manager. Now, they are looking to hire a new safety manager.

### ***EPIC***

Dawn Harper reiterated her meeting with Andy and his team regarding EPIC's soft opening. IDPH is requiring EPIC to bring in only 25 individuals per shift, so there will be a total of 50 people per day in the building. Protective Shields were installed in their vehicles. Currently, the passenger capacity is 6-7 (regularly 14). Dawn says they're not looking for everyone to come back, but asking that if they do, family is required to transport at first until things are stable.

### ***Central Illinois Agency on Aging***

Renee Razo reported that CIAOA is still transporting clients and asking that they wear masks. They are sanitizing between each rider. Ridership is down; individuals are determining if they would like to take a trip or not. Rides are limited to essential services.

### ***TCRC***

Greg Cassidy reported that TCRC will have a soft opening soon, with 25-30 individuals. Transportation will be from WeCare, Pekin Bus, and families.

### ***Paratransit Rider***

Chris Mitchell said she has ridden CityLift with excellent service. She said they are clean and appropriately spaced. She has used CountyLift once in past three months. She says she misses people, especially because with paratransit, there is more of a rapport with the drivers.

### ***KCCDD***

Mark Rudolph reported that KCCDD will have a soft open soon, with groups of 6-10. He said they are losing 100 out of 300 on a typical day. They are keeping everyone in their home cohorts. They have a large facility—they only do day services, no residential. Staff will do the best they can inside classrooms.

### ***HSTP Coordinator Report***

Reema reported that the IPTA conference that would normally take place in the fall will now be moved to next year in Peoria. She said that IDOT is working on limiting the burden of supporting documentation through the BlackCat grant management system. Reema also noted that the IDOT COVID updates used to be weekly, but they will now take place monthly.

Tri-County has been working on a project with the 2020 Census in collaboration with DCC Marketing as the media/marketing consultant. Reema said there is a limited supply of census branded masks to distribute to regional organizations. Mary Patton said she would like some. Reema noted that the census timeline has changed, and it will now be September 30 instead of October 31. There was some discussion about this among the group.

Brandon Hovey asked, what the biggest potential loss would be regarding the census and HSTP. Reema said that “hard-to-count” populations would be most affected. For example, the elderly, those with disabilities, those with limited internet, and people who live in rural areas. They all have a lower chance of filing out the census survey on their own. This could mean an undercount for these populations in our region, meaning less money to fund crucial public resources. Tri-County (and the Census Bureau) are focusing on these populations to ensure an accurate count.

Mary Patton asked if Tri-County is working with local groups and organizations to help people fill out the census. Reema said yes, among them are the United Way (211 phone service) and the Tazewell County Health Department.

Reema also gave an update about the Hanna City Trail. This is the name of a nearly 25-mile long corridor extending from Peoria County to Fulton County. It is currently an old rail line owned by Union Pacific. A group of stakeholders are hoping it will be purchased for public use of walking, biking, and other activities. Brandon Hovey asked, which boards still need to bring this to a vote? Reema responded, Peoria County, Farmington, and Fulton County.

### **Grey Area Study Update**

Hannah gave an update regarding the grey area project. She said this will be an ongoing project for the next 9 months or so. With the help of a consultant, Lochmueller Group, Tri-County has been taking a close look around areas in the region that the census categorizes as “urbanized” but have spotty or no transit service. Some of such communities are Germantown Hills, Creve Coeur, Marquette Heights, North Pekin, Bartonville, Chillicothe, and Mossville. These are considered the “grey area.”

Hannah said they had their first meeting of the steering committee in July. She said Lochmueller presented an existing conditions report, showing maps for populations over 60, people with disabilities, poverty rates, etc. Hannah said Tri-County is looking for further input on popular destinations and major trip generators. She said they are also looking for more ideas of who to interview; there will be about 12 stakeholders.

Jim Bremner from Washington Township explained that they are deploying a service for Washington Township and discussing it with WeCare, the Central Agency on Aging, and Peoria’s transit system. He is looking to put a brochure together that shows a map of the region and which transit agencies cover which areas. He said he will add contact information for riders to use to get in touch with the correct agency.

Jim also mentioned that while assisted living facilities throughout the area have some sort of transportation, they usually limit riders to, for example, medical trips on one day per week. So any riders with scheduling issues could use the brochure to get a ride with other agencies.

## **Discussion of New Bylaws**

Reema shared the new bylaw proposed changes. The HSTP Region 5 bylaws were last officially updated in 2016. Current suggested changes are: Article 1, part E is no longer applicable, some wording has been changed, and an official statement showing that shared seats are permissible (they have always been; it just never specified in the bylaws).

Reema said that the biggest changes refer to vacancies and absences due to inconsistent meeting attendance and lack of quorums in the past. These new proposed changes include excused absences (if a member notifies HSTP staff prior) or unexcused absences. These ensure a more regulated attendance policy long-term.

## **Discussion of potential Chair/Vice Chair**

Reema discussed the idea of a chair and vice chair who would be nominated by and from the HSTP committee itself. This would be optional; if no chair or vice chair is nominated and voted upon by the members, the job will go to HSTP staff, as it currently stands.

## **Other**

Mable Kreps announced that anyone who would like to have driver trainings should contact their office. They can have a group of up to 50 people, potentially, though it can be agency-specific for at least 10.

## **Adjournment**

Brandon Hovey moved to adjourn the meeting, and Mark Rudolph seconded. The meeting adjourned at 12:55 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).
- 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 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 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 Test (OMA) as required by IDOT-OIPI; and shall provide a copy of 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 voting representative who has not submitted an OMA training certificate to HSTP staff 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. A quorum of the Committee shall consist of a simple majority, without regard to county origin or urban/rural subcommittee designation.
- D. All members of the Committee shall receive a mailed or emailed notice of the date, time, and place of each meeting no later than 7 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.
- E. 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.