



HSTP Steering Committee Meeting (Human Services Transportation Plan)

Tuesday, February 5, 2019 – 12:00 PM

Open to the Public

**Meeting Location: 2105 NE Jefferson Ave
Peoria, IL 61603**

Agenda

- 1. Welcome, Introductions & Roll Call**
- 2. Public Comment**
- 3. Approval of the December 4, 2018 Minutes**
- 4. Provider and Agency Updates**
- 5. HSTP Coordinator Report**
- 6. Discussion: HSTP 101**
- 7. Other**
- 8. Adjourn**

Opportunities for public comment will be afforded.

For more information, contact Hannah Martin at (309) 673-9796 ext. 225 or hmartin@tricountyrpc.org, or visit <http://www.tricountyrpc.org/multi-modal/transit/>

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

Tuesday, December 4, 2018 – 12:00 PM

Greater Peoria Mass Transit District – Admin Building, 2105 NE Jefferson Ave, Peoria, IL

Meeting Minutes

Welcome, Introductions & Roll Call

Hannah Martin called the meeting to order at 12:01 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

Dave Patton, RTAC

Julie Main, City of Galesburg

Audrey Barrett, Snyder Village

Brian Hiatt, MV Transpo.

Public Comment

Chris Mitchell informed attendees that OSF Podiatry office near Willow Knolls has a 6-inch step down from the door. The city made them build it that way.

Approval of the June 6, 2018 Minutes

Mary Patton moved to approve the June 5 and October 2, 2018 minutes, with the addition that the two buses received by WeCare were on behalf of Tazewell County. Susan Lindsey seconded the motion and it passed.

Provider and Agency Updates

MV Transportation – CityLift/CountyLink

Brian Hiatt reported that they have a few new drivers after losing a lot of senior employees. One of the new drivers is a former cab driver so he brings valuable experience and knowledge of our area's transportation.

AARP

Mary Patton noted she had seen lots of autonomous vehicle newspaper articles and was glad this group has had an eye on this technology development.

Marshall County Board

Debbie Daykin reported she is now the head of Marshall County's transportation oversight committee and will have a role to play in resolutions for contracts.

WeCare

Mike Hutchison announced he will be retiring at the end of June next year. The board is finishing up a hiring search and found a couple good candidates for the position. Also, WeCare recently held its semi-annual drivers meeting.

KCCDD

Susan Lindsey announced she has taken a new job in Omaha, NE. Both she and her husband (who works in vehicle maintenance) will be leaving KCCDD just before Christmas. She brought Pam Green with her to today's meeting. Pam is the COO of KCCDD and may attend future meetings.

Fulton County

Audra Miles noted that their 5311 contract has been received, but no DOAP funding yet.

RTAC

Dave Patton reminded everyone that the RTAC Conference has been moved up this year to March 12-13 (previously the first week in April).

MSW Projects

Traci Dowell noted similar issues with 5311 and DOAP funding. In MSW's case, they reported receiving NOSA's with wrong amounts or wrong contract numbers and had to do a budget revision for \$10.00. Also, their office has fully moved to a new location, but still in Henry, IL.

Galesburg Transit

Kraig McCluskie reported that they are currently contracting with Carl Sandburg Community College and they are excited to do so without funding issues. Kraig also said that they have been contacting community school districts to provide alternative transportation for schoolchildren to begin a program with school districts. This alternative transportation could refer to summer vacations, missed classes, or other issues. Kraig said that it costs the school district \$80 per student per day for missed transportation such as missed school buses. This program would allow students to use their school ID to take alternative transportation when they need it.

City of Galesburg

Julie Main introduced Becky Jollay as Galesburg's new planner who will oversee transit grant business following Julie's upcoming retirement. Julie also reported that Handivan service got a new vehicle on October 12, the Amtrak station got their new signage and shaded areas, 5311 and DOAP agreements have been put to Council, and AVL for fixed route buses is in the pre-bid approval process with IDOT.

CityLift/CountyLink

Andy Dwyer reported the search to replace MV's GM (formerly Angel Marinich) is still going. Brian Hiatt is handling duties as Interim GM. Upcoming capital improvements to GPMTD facilities include some remodeling of the Transit Center, improved HVAC in the Admin building, and feasibility studies by the Wenkel Group for maintenance buildings. They're also looking to bring on AVL, AVA, APC, and a rider app all at once in the near future. Solar panel project is also under consideration for the transit center. The IGA with Peoria County is ALMOST in order. Contract assignment and assumptions will be retroactive to July 1. Union contracts were happily settled before the November 30 deadline this year.

HSTP Coordinator Report

5310 Program Administration - The last funding round awarded two projects, one to the city of Peoria, and one to GPMTD. Those contracts are coming out for their review soon. The next

funding round will likely begin next spring. Look for goals and objectives in the HSTP update to implement with these funds.

Autonomous Mobility Initiative - The initiative will soon be formalized with the incorporation of a non-profit called Nexmobi. Look for the next InterBusinessIssues to talk about the group and the initiative in January's innovation-themed issue. Also, kudos to Mary Patton for coming over and learning more at the October 24th meeting.

Capital Bill (State of Illinois) - 90% sure there will be a capital bill early in JB Pritzler's term as governor. What kind of capital projects would this group dream of pursuing? Vehicles are easy enough, but what other capital items may help our service providers?

Enterprise Commute presentation - The Technical Work Group Committee of the Greater Peoria Economic Development Council hosted Madison Workman from Enterprise Commute. She has been working in this program since June. Her region covers the northern middle of the country. She's set up some programs already in North Dakota and Iowa.

The initiative uses Enterprise's base business in fleet management to help address commuting gaps, particularly in rural areas or wherever traditional transit services are not available, or unable to meet the needs of certain clusters of riders. Most Commute programs are built through specific businesses' employee transportation needs. They work with groups of 4-11 geographically clustered commuters that use Enterprise vans (or other vehicles). One of the commuters serves as driver and take the vehicle home at night. They're allowed up to 200 miles of personal travel per month.

Enterprise covers insurance and liability type costs in addition to providing vehicles. Businesses may pass along the cost of this transportation service to their employees, but they're able to do it pre-tax, which saves some money. Additionally, there have been instances where the public transit service is able to offer a subsidy of sorts to help reduce the cost of this service.

HSTP document update - Earnest effort will begin this winter. TCRPC has just about secured an intern with strong English composition skills. This will be one of her early projects. ghting near Charter Oak and Allen roads. These changes would likely start next spring.

Discussion: Succession Planning

Hannah opened the discussion by reintroducing Mike Hutchison, Susan Lindsey and Julie Main, who had all just announced their departures in the updates portion of this meeting. She then invited each to tell their story and share what actions they've taken to smooth the transitions for their positions.

Mike Hutchison took the lead and described the changes in recent years that motivated him to look toward retirement and bring in fresh eyes to his position as Executive Director of WeCare.

Mike has been with WeCare for over 20 years and would not want to leave them in a lurch with an immediate absence. Being able to assimilate a new director the organization's culture and preserve it was also a high priority. After 60 resumes and 6 interviews, they're down to 2 promising candidates. Mike hopes to get them on board in January and work with them a solid six months before he retires on June 30.

Debbie Daykin (recently retired from MSW) noted that she tried a similar approach, having Traci get involved with her in the Executive Director role. However, once Debbie left, some important changes in contract processes came into effect after her departure. This highlighted the importance of sharing bigger picture processes rather than exact, detailed instructions.

Mike brought up that initially, he did look toward his own staff at first and gauge their interest, but with that lacking, the external candidate search has been taken very seriously by himself and the board of WeCare. Andy Dwyer reinforced the idea that identifying who really wants to do the job is a high priority in choosing a successor.

Mary Patton asked what Mike and other transitioning leaders are looking for – good administrative skills? Transportation skills? Disability experience? Mike responded that it's always a combination that's ideal, but when it comes down to it, technical skills can be taught – attitude cannot. Julie said she wasn't able to influence too much in this realm for the city's hiring process.

Susan noted that transportation was not part of the role when she initially took it on. Rather, it was something that came with her to her most recent position. She has written desk manuals to help newcomers find their way in her various roles. Letting go of some of the projects was hard to do. Pam and Susan are looking at opportunities for current employees. Shifting some roles due to incoming/outgoing expertise among current staff will help as they look to fill parts of Susan's job, rather than the conglomerate of responsibilities she will be leaving.

Chris Mitchell recommended that crisis intervention skills, adaptability, and client/passenger considerations be part of the hiring thought processes for appropriate roles.

Other

Andy Dwyer reminded the committee that drug test sampling is going up to 50%.

Adjournment

Debbie Daykin moved to adjourn the meeting, and Mary Patton seconded. The meeting adjourned at 12:50 p.m.

—Submitted by Hannah Martin