

**Minnesota Council on Transportation Access (MCOTA) Meeting**  
**Wednesday, March 24, 2021**  
**1:00 – 3:00 PM**  
**This is a virtual meeting via Zoom.**

Join Zoom meeting at <https://umn.zoom.us/j/495285640> if you have computer/device audio.  
Or dial by phone either +1 646 558 8656 or +1 669 900 6833, enter meeting ID: 495 285 640. Please  
mute the speaker on your computer/device unless you are talking. For phones, press \*6 to mute or  
unmute and \*9 to raise your hand.

*Supporting meeting materials available at [www.CoordinateMNTransit.org](http://www.CoordinateMNTransit.org)*

**AGENDA**

- 1:00 **Call to Order + Member Roll Call** – Tim Henkel, MnDOT and MCOTA Chair; All
- 1:05 **Review + Approve Agenda** – All  
*Action: Approval*
- 1:10 **Public Comments** [click here to submit comment](#)  
*Action: Individuals who have signed up to comment at least 2 days prior to the meeting and who are speaking on topics related to an agenda item will receive priority during the public comment period. Members of the public are allowed up to 3 minutes for comment.*
- 1:20 **January Meeting Minutes** – All  
*Action: Approval*
- 1:25 **Legislative Update**  
*Action: Information and Discussion*
- **State Agencies**
    - Volunteer Driver Update: Erik Rudeen, MnDOT
    - Non-Emergency Medical Transportation (NEMT): DHS representative
    - PCA: David Fenley, Minnesota Council on Disability and MCOTA Member
    - Other State Agencies relative to transportation access: All
- 1:35 **MCOTA Work Teams**
1. **Overall Purpose of Work Teams** – Tom Gottfried, MCOTA Executive Director
  2. **Volunteer Driver**
    - **Highlights from Volunteer Driver Virtual Forum Series** – Karen Onan, East Central Regional Development Commission and East Central RTCC; and Beverly Sidlow-Tolliver, Arrowhead Regional Development Commission (ARDC) and NE Minnesota RTCC  
*Action: Information*

- 2. **Communications** – Michelle Lichtig, MnDOT and Arlene Mathison, Center for Transportation Studies, U of MN
  - **Draft Quarterly Newsletter** – Arlene Mathison  
*Action: Approve March issue; Review proposed June topics*
  - **Website Redesign (Structure + Visuals)** – Arlene Mathison  
*Action: Information*
  - **Member Manual/Orientation** – Tom Gottfried  
*Review the Manual Outline*  
*Action: Information and discussion*
- 3. **Operations** (Update on Logic Model, Performance Measures, and Upcoming Work Activities) – Michelle Lichtig and Tom Gottfried  
*Action: Information*
  - **Research** – Tom Gottfried
  
- 2:00 **6/23 Agency Senior Leadership Meeting Draft Agenda** – Tom Gottfried  
*Action: Information and Discussion*
  
- 2:10 **Greater MN Regional Transportation Coordinating Councils (RTCCs) & Twin Cities Transit Coordination Assistance Projects (TCAPs):**
  - **Program/Grants Update** – Michelle Lichtig and Noel Shughart  
*Action: Information*
  
- 2:25 **Presentation on Minnesota Board on Aging** – John Doan, Minnesota Board on Aging and MCOTA Member  
*Action: Information*
  
- 2:40 **Agency Updates** – All
  - **Olmstead Plan** – Kristie Billiar, MnDOT
  - **Covid-19 Transportation Issues** – Tom Gottfried, All
    - **Transit** – Tori Nill, MnDOT and MCOTA Member
    - **Minnesota Council on Disability** – David Fenley, MCOTA Member
    - **Partnership with RTCCs and Facilitating Vaccine Access** – Mai Thor, Minnesota Department of Health
  - **Member Round Robin**  
*Action: Members are invited to share relevant updates or information relative to transportation coordination for 1-2 min. each*
  
- 2:55 **Review Draft Agenda for May Meeting** – Tim Henkel, All
  
- 3:00 **Adjourn**

**Remaining MCOTA Volunteer Driver Virtual Forum Series:**

**Wednesday, April 21, 2021, 9:30 – 11:30 a.m. and 1:00 – 3:00 p.m.**

**#6th Stop: Trauma-Informed Care Training and Providing Community Education About People Who Are Deaf and Hard of Hearing**

- Trauma-informed Care Training: 9:30 – 11:30 a.m.
- Providing Community Education About People Who Are Deaf and Hard of Hearing: 1:00 – 3:00 p.m.

**Wednesday, May 19, 2021, 9:30 – 11:30 a.m. and 1:00 – 3:00 p.m.**

**#7th Stop: Training modules for Volunteer Driver Programs to include: Safety, Security, Crisis, Medical, Passenger, Resiliency & Boundary Issues (part 1 of 2)**

- Module 1 – Safety & Security
- Module 2 – Emergency Preparedness
- Module 3 – Passenger Assistance & Safety

**Wednesday, June 2, 2021, 9:30 – 11:30 a.m. and 1:00 – 3:00 p.m.**

**#8th Stop: Training modules for Volunteer Driver Programs to include: Safety, Security, Crisis, Medical, Passenger, Resiliency & Boundary Issues (part 2 of 2)**

- Module 4 – Dealing with Difficult Customers and Self Care
- Module 5 – Ethics and Boundaries
- Module 6 – Best Practices & Summary

**Future MCOTA Meetings, 1:00-3:00:**

- Wed, May 26, 2021
- Wed, June 9, 2021 (possible special meeting)
- Wed, June 23, 2021: Agency Senior Leadership Team meeting