

Minnesota Council on Transportation Access (MCOTA) Meeting Minutes

May 22, 2019

MnDOT Central Office Transportation Building

TEC Conference Room (basement level)

1:00–3:30 PM

Members present:

Chair – Tim Henkel, Minnesota Department of Transportation
Vice-Chair – Joan Willshire, Minnesota State Council on Disability
At-Large Representative – Victoria Nill, Minnesota Department of Transportation
Susan Bishop, Minnesota Department of Health
Tiffany Collins, Minnesota Public Transit Association (via phone)
Kelly Garvey, Minnesota Department of Education (via phone)
Ronald Quade II, Minnesota Department of Veterans Affairs (via phone)
Diogo Reis, Minnesota Department of Human Services (via phone)
Gerri Sutton, Metropolitan Council
Jodi Yanda, Minnesota Department of Employment and Economic Development

Members absent:

Peter Brickwedde, Minnesota Department of Commerce
Minnesota Management and Budget representative

Others present:

Minnesota Department of Transportation:

Kristie Billiar, ADA Program and Policy
Tom Gottfried, Office of Transit and Active Transportation
Noel Shughart, Office of Transit and Active Transportation

University of Minnesota:

Heidi Corcoran, Humphrey School of Public Affairs (by phone)
Kaydee Kirk, Center for Transportation Studies
Arlene Mathison, Center for Transportation Studies

Elizabeth Bina, Minnesota Department of Health
Barb Caskey, Arrowhead Regional Development Commission (ARDC) (via phone)
Mary Marrow, Public Law Center (via phone)
Beth Peterson, Arrowhead Economic Opportunity Agency (AEOA) (via phone)
Mark Schermerhorn, Anoka County Transit (via phone)
Courtney Whited, Minnesota Board on Aging

Call to Order & Introductions

Henkel called to order the March meeting of the Minnesota Council on Transportation Access at 1:05 PM on May 22, 2019 at the MnDOT Central Office, St. Paul, MN. Everyone present and on the phone introduced themselves.

Review and Approve Agenda

Willshire moved to approve the agenda, seconded by Sutton. The agenda was unanimously **approved**.

Public Comments

There were no public comments.

3/27/19 Meeting Minutes

Bishop moved to approve the March minutes, seconded by Willshire. The minutes were unanimously **approved**.

Legislative Session Debrief

Rudeen shared there has been agreement on a transportation bill but the details have not been seen yet. The bill does not include revenue increases. The funding is coming from on-going/existing sources. There is not language in the bill on automated vehicles. The governor will be calling a special session for budget approval.

Debrief Strategic Planning Workshop + Draft Plan

Mathison shared that at the 4/23/19 strategic planning workshop, MCOTA members, staff, and RTCC and TCAP participants voted on three options for MCOTA's direction. The group overwhelmingly voted for option 3: keeping some research and best practices and adding implementation activities.

Following the vote, workshop participants worked in small groups to answer specific questions to inform MCOTA's next steps. A summary of the discussion was on pp. 16-19 in the handout shared. Ideas proposed in the workshop and in the surveys fit into three strategic priorities that Mathison detailed:

1. Determine MCOTA's functions and activities
2. Determine MCOTA's structure to accomplish these activities
3. Identify funding options for MCOTA and coordinated transportation

Member discussion followed:

- It was clarified that "travel training" funds are used to train/teach people how to use a transit system and it is used by organizations like Metro Transit, Metro Mobility, Dakota County, etc.
- For strategy priority #1, could MCOTA members work with the author of the original MCOTA legislation and ask for sponsorship of bills?
- Regarding strategy priority #2, the program structure of the both Toward Zero Deaths (TZD) and the MN Interagency Council on Homelessness are resource-intensive and different than MCOTA's needs. Commissioner involvement with the third structure model can meet the needs. This would involve:
 - Quarterly full member MCOTA meetings
 - One agency Commissioner meeting or legislative briefing annually
 - Communications Committee meetings 6x/yr
 - Up to five topical/organizational working committees (incl. RTCCs/TCAPS)
- How can we do better to bring MCOTA's work back to our agencies and lift it up? Could the communications committee form an agency leadership communication strategy to identify how we can best communicate the work/messages of MCOTA?
- Regarding funding, some felt we need a clear strategy to identify funding needs and requests for more money. More work needs to be done in consultation with workshop participants to respond to requests about funding. It seemed that participants were largely unclear about money. It was also shared that much of the current funding is determined at the federal level so we have little leverage. If there are new pots of money for expansion MCOTA could perhaps have more leverage there. Mathison noted that part of the process is creating a structure to get feedback from stakeholders and discuss. Other members felt we already got a lot of clear direction from participants that we need to act on.

Draft Quarterly Stakeholder Communication

Mathison shared proposed content for the next communication:

- For strategic planning, the workshop results will be summarized and next steps will be outlined.
- For the RTCCs, members suggested including something on the "goings on" of the RTCCs to promote sharing across the RTCCs. Also, include a summary of areas that each RTCC will be working on. May also want to incorporate the TCAPs on this.
- If the waiver study is published by the time the communication sends, that information will be included.

Members suggested that future communications include continued conversation around volunteer driver issues and the workshop held in 2018 would be helpful.

Regional Transportation Coordinating Councils (RTCCs) Update

Peterson and Caskey gave a presentation on the Arrowhead Regional Transportation Coordinating Council which serves eight counties in a very rural area of the state with a large geographic areas. Presentation highlights:

- **Planning Process**
 - A partnership between two large entities that includes a large community action agency and the area's Regional Development Commission. Both entities are very in tune with transportation needs of the region.
 - Their team utilized a different planning process electing to start with a mini transportation planning process to gauge where the energy of the stakeholders was highest.
 - Garnered on-going participation and buy-in from a core group of stakeholders including many county public health and human service representatives.
 - Counties and other stakeholders very aware of DHS role and appreciate state agency staff "embedded" updates.
- **Implementation Plan**
 - Local stakeholders identified action steps in all three state focus areas:
 - **Transportation Coordination**
 - RTCC Operation
 - Mapping of resources and gaps
 - Transit rider training
 - **Volunteer Driver Programming**
 - Coordination of services
 - Software and policy sharing opportunities
 - Policy advocacy
 - **Vehicle Sharing Programming**
 - Program guideline exploration and piloting

FY19 MCOTA Budget Update

Shughart shared that the budget is on track and balanced. The website updates are on track and the full amount for this item will be expended by the end of June. The annual report is complete. Meeting assistance is steady. The strategic planning costs will be complete by June. Members did not have any questions.

Agency Updates:

- **Olmstead Plan:**
 - Billiar shared that the subcabinet meeting is May 28. The focus is on the quarterly reporting for service hours and on-time performance goals specifically. On-time performance is static for Greater Minnesota. Some service providers have combined and they have created efficiencies.
- **Other member updates:**
 - Shughart said that the next fiscal year contracts should be in place and ready to go by July 1. Some agencies are rethinking their strategies and possibility developing a different lead agency to implement.
 - Henkel shared that Tim Sexton will be the MnDOT representative to the inter-agency MnDOT/DHS working group.

Review Draft Agenda for Next Meeting

It was recommended to add approval of strategic plan on the June agenda as well as the budget approval.

Adjourn

Willshire made a motion to adjourn; Nill seconded. All **approved**. The meeting was adjourned at 2:36 PM.