

Minnesota Council on Transportation Access (MCOTA) Meeting Minutes
September 26, 2018
MnDOT Central Office Transportation Building
395 John Ireland Blvd, Saint Paul, Conference Room 461
1:00 p.m. – 3:30 p.m.

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
Kelly Garvey, Minnesota Department of Education
Jon Kelly, Minnesota Department of Commerce (via phone, proxy for Peter Brickwedde)
Thant Pearson, Minnesota Department of Employment and Economic Development
Ronald Quade II, Minnesota Department of Veterans Affairs (via phone)
Diogo Reis, Minnesota Department of Human Services (proxy for Claire Wilson)
Gerri Sutton, Metropolitan Council
Harlan Tardy, Minnesota Board on Aging (via phone)

Members absent:

Peter Brickwedde, Minnesota Department of Commerce (Jon Kelly served as proxy)
Tiffany Collins, Minnesota Public Transit Association
Laura Logsdon, Minnesota Management and Budget
Claire Wilson, Minnesota Department of Human Services (Diogo Reis served as proxy)

Others present:

Minnesota Department of Transportation:
 Kristie Billiar, ADA Program and Policy
 Robert Clarkson, Office of Transit and Active Transportation
 Laura Nehl-Trueman, Office of Transit and Active Transportation
 Noel Shughart, Office of Transit and Active Transportation
University of Minnesota:
 Kaydee Kirk, Center for Transportation Studies
 Arlene Mathison, Center for Transportation Studies
Kelly Wosika, Minnesota Department of Education
Stephanie Aasness, West Central Community Action (via phone)
Abby Fraiser, American Cancer Society (via phone)
Heather (via phone)
Leah Hegg, American Cancer Society (via phone)
Alan Herrmann, Scott County
Kim Pettman, Transit Advocate (via phone)
Mark Schermerhorn, Anoka County Transit

Call to order & introductions: Henkel called to order the September meeting of the Minnesota Council on Transportation Access at 1:03 PM on September 26, 2018 at the MnDOT Central Office, St. Paul, MN.

Review and approve agenda: Sutton moved to approve the agenda, seconded by Reis. The agenda was unanimously approved.

Public comments: Pettman shared the following comments:

- Regarding intersectionality and breaking down silos: Because transit-dependent populations have very full lives with many responsibilities, Pettman would like to see if MCOTA can travel around the state with meetings which would allow for more engagement with MCOTA. Could there be an extended time after the meeting to get to know attendee and/or bring in a speaker? Shughart suggested this is a discussion item later in the agenda when the group will talk about the strategic plan and how MCOTA interacts with the RTCCs.
- Disability training: Pettman is asking that people who are not State agency staff and who have first-person experiences with disability are included in the formation of the training. It is important that persons with different backgrounds and experiences are integrated.

7/25/18 meeting minutes: Willshire moved to approve the July 2018 minutes, seconded by Nill. The minutes were unanimously **approved**.

Annual election of [officers](#)

Sutton nominated Willshire for the vice chair position and the motion was seconded by Kelly. Sutton nominated Henkel for the chair position and the motion was seconded by Willshire. A motion to approve the two nominations was made by Nill, seconded by Pearson, the motion was **approved unanimously**.

Shughart will confirm that the at-large position is a standing position that is held by MnDOT.

Proposed MCOTA strategic plan

Shughart provided a basic overview of the strategic plan and Mathison provided a detailed review of the plan tasks that were shared prior to the meeting.

Reis felt this plan is somewhat narrow in its focus around the RTCCs, yet the development of the RTCCs is a significant shift for MCOTA. Should the strategic plan be only for the RTCC plans? Or should there be a larger MCOTA strategic plan where the RTCC piece is one component? It is helpful to engage transit users (end users) in this process as well. Shughart agreed said this should be a universal MCOTA strategic plan beyond the RTCCs. What other groups should be consulted as part of this process before the plan is finalized? Willshire noted that the Centers for Independent Living and MNCCD should be consulted. It was agreed that in the scope of work, recommendations should be included by the contractor and then the Council can respond to those recommendations.

There was a motion by Reis to approve the scope as amended, seconded by Willshire, the motion was **approved unanimously**.

Framework establishing MCOTA-RTCC relationship

Shughart provided an overview of the draft MCOTA-RTCC relationship diagram. Bishop asked where the opportunities are to engage end users in this model. It was suggested that both providers and users at the local level should be consulted. Reis asked if the RTCCs can be the group that engages the users. RTCCs serve as both a broker and an advocate, Henkel shared. Sutton noted that it is not currently clear how the 7-county mobility management programs are incorporated into this model. Members agreed this was a gap and this will be incorporated into the next version. Bishop asked if there was a place for the RTCCs and others to provide feedback on infrastructure gaps for people who are using transportation platforms. Communities are still to provide easy transportation access and infrastructure. Shughart shared that this feeds into the concept of mobility management/managers who are involved with mobility access. This is part of coordination and eliminating barriers. Shughart agreed this is important to have in the process. It was also asked how the RTCCs can have a visible presence at relevant community gatherings and events. The group agreed that MCOTA will solicit feedback from all of the RTCCs as part of this process.

Update on disability awareness training curriculum & timing

Shughart shared that this subcommittee met in late August. The goal of the training is to provide a training piece on disability awareness for both the RTCCs and MCOTA. The group felt that one hour was an appropriate amount of time

for MCOTA to dedicate to a training. Willshire shared that her organization has produced a series of short radio ads/profiles on persons with disabilities and those ads also address issues of implicit bias. The radio ads are available on their [website](#). Willshire's office has been connecting with DHS to collaborate to produce this training. Shughart shared that the training would be held following the November 2018 MCOTA meeting. It will be available to share with other groups, including the RTCCs. Shughart also noted that the training material is being reviewed by persons in the disability community.

Overview of annual report + subcommittee request

Mathison shared the general plan and timeline for the creation of the annual report in the document that was provided in advance of the meeting. Thus far, volunteers assisting with this effort will be Jake Reuter, Tiffany Collins, Joan Willshire and Thant Pearson. Bishop also volunteered to help with the committee in November and beyond. Willshire shared that with the new administration that will come in the new year is this an opportunity to highlight issues important to MCOTA such as autonomous vehicles and how those issues intersect with MCOTA work. Members felt that MCOTA has met the legislative requirements that were established, but a change in elected officials will be an opportunity to identify gaps and reaffirm where we are adding value. The language in the report should go further to show that we have accomplished a lot, but yet we are at a crossroads with needs for other assistance. The Council is a good place for members to learn about what is going on with transportation mobility and to add their new insights. Willshire asked if a thorough review of our accomplishments should be detailed in the report. Implementation should be a strong focus for the future.

A motion was made by Willshire to approve the outline and form a subcommittee, seconded by Pearson, the motion was **approved unanimously**.

Volunteer brochure working team

Henkel shared that the following individuals have indicated that they are willing to be part of the volunteer brochure working team: Tiffany Collins, Jacqueline Peichel, Clancy Ferris (DHS), Harlan Tardy, Jake Rueter, Diogo Reis and Jon Kelly. The volunteer driver brochure is an initiative started in 2008. It was a brochure that describes how volunteer driver services/transportation work; it can be used by individuals to help them inform their insurance company. There is strong interest in updating this brochure. Minnesota is the only state who has this type of produce.

Update on MnDOT's Office of Transit and Active Transportation rules governing public transit

Nehl-Trueman shared that the advisory team kicked off the project in June. The group decided that the rules should be streamlined and updated. They decided to create a transit program manual on how their office conducts the administration of grants. It is an internally-focused document but externals can review this as well. The contract is in place with MMB and a formal kick off will happen in the near future. There will be phase 1 which will include a rule-making process and a program manual. The next meeting will be October 29 in St. Cloud. Once phase 1 is complete, phase 2 will identify the essential components of a rule. Internal policies should be examined to determine if they inhibit transit coordination. The RTCCs could also be involved in this process.

Review FY19 MCOTA Budget

Shughart shared that the budget will be revised to include the updated strategic plan. The only major expense coming up is for the annual report.

Agency updates

1. **Regional Transportation Coordinating Councils** – Shughart shared that MCOTA needs to provide more guidance on what the RTCCs will work on. The Metro area is one of the most organized areas. Members asked if RTCCs will be ready for implementation in 2019. Yes, there is a will for this, but the RTCCs still need to flesh out the detail.
2. **Olmstead Plan** – The last meeting of this group was held in September 23. Items on that agenda included having a quarterly meeting with the Met Council and MnDOT in order to better coordinate. They also discussed their semi-annual report on the public engagement. There are community outreach efforts including the newsletter, a fall

forum, and web updates. Results of the onboard survey from 2017 were shared; an expansion of this survey will be done with smaller systems. The group will focus more on the infrastructure goals over the winter months.

3. Other Updates:

- a. Hermann shared that Rep. Nolan's staff came to one of Hermann's meetings regarding a bill on the House floor to raise the current \$0.14/mile IRS rate (which is taxable) to match the business rate. It is current stuck in the Ways and Means Committee and could possibly die there. Rep. Nolan is done with his term in early January so there is a very short timeline. Henkel added that MCOTA could issue a letter of support for this effort, if MCOTA members so choose. Henkel will brief the MnDOT legislative liaison on this matter.
- b. Shughart shared that FTA has federal grants for health care transportation nationwide. They are asking for projects and Shughart noted that Arrowhead Transit project may be a strong candidate. Sue Siemers is connected to this work. Shughart will send MCOTA members more information on this opportunity.

Review draft October agenda: Kirk provided an overview of the draft October meeting agenda items. Members can submit agenda items to Rueter.

Adjourn: Sutton made a motion to adjourn the meeting; the motion was seconded by Willshire. The motion was unanimously **approved**. The meeting ended at 2:43 p.m.

Future meetings on Wednesdays, 1:00-3:30pm, MnDOT Central Office:

- **2018:** Oct 24, Nov 28, Dec 19
- **2019:** Jan 23, Feb 27, Mar 27, Apr 24, May 22, Jun 26, Jul 24, Aug 28, Sep 25, Oct 23, Nov 27, Dec 18