Minnesota Council on Transportation Access (MCOTA) Meeting Minutes
March 27, 2019
MnDOT Central Office Transportation Building
TEC Conference Room (basement level)
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 (via phone)
Tiffany Collins, Minnesota Public Transit Association
Kelly Garvey, Minnesota Department of Education (via phone)
Thant Pearson, Minnesota Department of Employment and Economic Development (via phone)

Members absent:
Peter Brickwedde, Minnesota Department of Commerce
Laura Logsdon, Minnesota Management and Budget
Ronald Quade II, Minnesota Department of Veterans Affairs
Diogo Reis, Minnesota Department of Human Services
Gerri Sutton, Metropolitan Council

Others present:
Minnesota Department of Transportation:
    Kristie Billiar, ADA Program and Policy
    Tom Gottfried, Office of Transit and Active Transportation
    Jay Hietpas, CAV-X Office
    Jake Rueter, Office of Transit and Active Transportation
    Noel Shughart, Office of Transit and Active Transportation
    Sue Siemers, 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
Stephanie Aasness, West Central Minnesota Communities Action
Leah Hegg, American Cancer Society
Alan Herrmann, Scott County
Sheila Holbrook-White, Washington County
Heather Molesworth, West Central Minnesota Communities Action, Inc. (by 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 1:04 PM on March 27, 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 Nill. The agenda was unanimously **approved**.

Public comments: The following comments from Kim Pettman that were submitted prior to the meeting were read aloud:
 1. Invitation to ABILITY event. SCSU first person disability event. Organized and run by some graduate and undergraduate departments. April 24. The link was sent out to Rueter via email. Thanks for those who attended last year. Hoping more can come. It's all day and $50. Lots of good networking and you can also be a vendor. It's a statewide event - meaning not just local focus.

2. Please MCOTA understand more re what NEMT looks like more from people using it, and company and driver perspectives, too. There are some issues of concern right now and it is really important to see things and want to see things from viewpoint of clients and providers and insurance companies. Please consider coming to meetings regarding NEMT. One concern is that not all providers are following the rules that MnDOT and others have. Please hold those providers accountable who are breaking the rules. It is making it very hard on others who do follow the rules when those who aren't following them are getting away with it.

2/27/19 meeting minutes: Bishop moved to approve the February minutes, seconded by Collins. The minutes were unanimously **approved**.

Volunteer Driver Brochure-Getting There Safely
Whited from the Minnesota Board on Aging provided a brief overview of the draft brochure. Edits to the brochure includes updates to the MnDOT. Rueter is following up with Department of Commerce on what phone number to list. Shughart suggested that the Department of Revenue should be included as a contact as well. Members felt the brochure was fairly text heavy, yet all of the information was valuable. Whited confirmed that the document will be accessible. Bishop suggested that a similar, but simplified, companion brochure be developed for insurance providers and potential volunteer drivers; Whited will draft this brochure version for MCOTA review in the future.

Willshire made a motion to approve with the amendments to include the revised phone numbers and ensuring it is accessible; Nill seconded; the motion was unanimously **approved**.

Draft FY20 base work plan
Rueter shared that the increased costs this year are primarily for the UMN-hosted MCOTA website since 1) the site is being moved/upgraded to the new Drupal website system and 2) the website is also hosting of the new RTCC sites. Mathison shared that Drupal, which is maintained by the U of M IT staff/servers, has the added benefit of providing access to RTCC staff to update their respective webpages on their own, if they wish.

Nill made a motion to approve the work plan; seconded by Willshire; the motion was unanimously **approved**.

Update on 4/23 Strategic Planning Workshop
Mathison shared that the workshop will be the afternoon (12:15-4:30) on 4/23 in the TEC Conference Room at MnDOT. Lunch will be available from 12:15-1:00 and the group will begin at 1:00. A more detailed agenda will be shared with the planning group on their upcoming call. The member and stakeholder surveys deadlines have been extended. Reponses have been good but are hoping to hear from more people. Mathison will be following up with members to ask them to forward the survey to other relevant people. We will require people to RSVP for the workshop ahead of time.

Regional Transportation Coordinating Councils (RTCCs) update
Siemers shared that the second phase for implementation grants is moving along and it is anticipated 9 groups will apply. Molesworth shared they've been working on their work plan, operational implementation plan, defining their geographic area, and identifying stakeholder engagement. A few engagement events have been held already and there are more to come this spring, as listed online. Getting stakeholder involvement has been challenging. Their staff have also been meeting with county commissioners to inform them of this effort and how implementation will be rolled out.

FY19 MCOTA budget update: Rueter shared the budget is on track. The bulk of the strategic planning costs will be spent over the next month or two. One highlight is that the task for the annual report has been completed. The contract amendment for the strategic planning has been executed and is moving forward.

Agency updates:
- **Olmstead Plan:** March 25 was the last subcabinet meeting to present the amendments made to the plan. There was public outreach regarding these changes. For the subcabinet's infrastructure goals, they have met or exceeded them. The executive order around the subcabinet should be re-upped shortly and that includes adding in the Metropolitan Council (their staff have already been attending recent meetings).
- **Other member updates:** Members did not have any other updates.

Review draft agenda for next meeting: Rueter shared that members should contact him if they have agenda items for upcoming meetings. Willshire shared that it would be helpful for the May meeting for members to share about their legislative efforts; if they cannot attend the meeting they can submit something in writing.

MnDOT Connected and Automated Vehicle Office report presentation + Q&A
Hietpas presented about the work of MnDOT's automated and connected vehicle technology as detailed in the slides. Henkel also shared that this technology may offer potential solutions to accessibility for MCOTA in both the short and long term. The intent of the CAV work will be crucial for safety and to reduce serious injuries and fatalities as well as to increase mobility, equity, workforce, traffic operations, economic development, infrastructure, and health & environment.

Adjourn: Willshire made a motion to adjourn; Nill seconded. All **approved**. The meeting was adjourned at 2:38 p.m.