Minutes
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, September 12, 2016
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:15 a.m.

ROLL CALL

Diana Brown (Curative Connections)	x	Sandy Popp (Options for Independent Living)	x
Vincent Caldara (MV Transportation)	x	Cole Runge (BC Planning Commission/Green Bay MPO)	x
Corrie Campbell (BC Board of Supervisors)	x	Mary Schlautman (ADRC of Brown County)	x
Brandon Cooper (Oneida Nation)		Julie Tetzlaff (Cerebral Palsy Inc.)	x
Mallory Cornelius (ASPIRO)		Lisa Van Donsel (ADRC of Brown County Board)	Exc
Pat Finder-Stone (Citizen Member)	Exc	Derek Weyer (Wisconsin DOT NE Region)	
Patty Kiewiz (Green Bay Metro)*	x	Tina Whetung (Curative Connections Trans. Program)	x
Greg Maloney (Lakeland Care District)	x	Genny Willemon (BC Human Services)	
Linda Mamrosh (Citizen Member)	x	John Withbroe (Green Bay Transit Commission)	
Barbara Natelle (Syble Hopp School)		Vacant (BC Executive Department)	

Others Present: Lisa Conard, Essie Fels for Patty Kiewiz, Devon Christianson, and Christel Giesen

ORDER OF BUSINESS

C. Runge opened the meeting at 10:15 a.m.

1. Approval of the June 13, 2016, TCC meeting minutes.

   A motion was made by M. Schlautman, seconded by S. Popp, to approve the June 13, 2016, TCC meeting minutes. Motion carried.

2. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2017 Section 5310 Program funding awards.

   C. Runge stated that in May of 2014, Brown County Planning Commission (BCPC) staff was informed by the Wisconsin Department of Transportation (WisDOT) that the initial application review and scoring process for Section 5310 Program funds needed to be conducted by a group of four or five people. To fulfill this requirement for the CY 2017 Section 5310 Program, a five-person subcommittee of the TCC was formed to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

   On August 30, 2016, the Brown County TCC Section 5310 Program Application Review Subcommittee met to discuss and develop overall scores for the following two applications:

   - **Curative Connections**[1]: Funding for a minibus with eight ambulatory positions and one wheelchair position and a minivan with five ambulatory positions and one wheelchair position.

[1] Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

Total Project Cost: $88,000
Requested Section 5310 Program Funding: $70,400 (80 percent of the total project cost)

- **Green Bay Metro:** Funding for a Mobility Manager Program that serves all of Brown County.

  Total Project Cost: $118,983
  Requested Section 5310 Program Funding: $75,000 (63 percent of the total project cost)

C. Runge noted that after discussing the applications and each subcommittee member's scores, the scores were combined and averaged to create the following overall scores for the applications:

- Curative Connections Vehicles: **89 of 100 possible points**
- Green Bay Metro Mobility Manager Program: **87 of 100 possible points**

C. Runge reported that the subcommittee members agreed that both projects should receive CY 2017 Section 5310 Program funding because they will be beneficial to seniors and people with disabilities. However, because the total requested amount of Section 5310 funding exceeds the amount available by $487, the subcommittee recommended that the project with the highest average score (Curative Connections Vehicles) be awarded the requested amount of $70,400 and that Green Bay Metro's Mobility Manager Program be awarded $74,513 ($487 below Metro's requested amount).

A motion was made by S. Popp, seconded by M. Schlautman, to recommend to the Brown County Planning Commission Board of Directors the distribution of CY 2017 Section 5310 Program funds for the Green Bay Urbanized Area as follows:

Section 5310 Program funding available in CY 2017 for the Green Bay Urbanized Area:	**$161,014**
Administration funding awarded to Green Bay Metro as the Section 5310 Program's DR:	$16,101
Section 5310 Program funding available for eligible projects in CY 2017:	**$144,913**
CY 2017 Section 5310 funding awarded to Curative Connections:	$70,400
CY 2017 Section 5310 funding awarded to Green Bay Metro:	$74,513
Remaining CY 2017 Section 5310 Program balance:	**$0**

Motion carried. The following TCC members, having a vested interest in the outcome, abstained: Diana Brown, Essie Fels, Vincent Caldera, and Tina Whetung.

T. Whetung asked for feedback regarding the Curative Connections application.

C. Runge agreed to do so.

C. Runge thanked the TCC members who volunteered to be on the review subcommittee.

C. Campbell expressed concerns regarding the Mobility Coordinator and Travel Trainer positions being under the supervision of a city department.

Discussion regarding the funding of the positions occurred:

Funding for the program is as follows:

- Federal Section 5310 – The Brown County Planning Commission Board of Directors assigns funds to specific projects. In 2017, the amount requested is $74,513.
- State 85.21. The ADRC Board allocates funds to specific transportation programs. It is expected that 85.21 funds will cover approximately 20% of the Mobility Management program in 2017 (with funding approval in fall of 2016).
- Federal Section 5307 and State 85.20. Green Bay Metro is the recipient of these funds and will offset the balance of the program's costs (includes in-kind such as phones, office space, etc.).

ADRC staff noted that the contract and/or Memorandum of Agreement (MOU) between Green Bay Metro and the ADRC will emphasize the countywide nature of the program. In addition, there are a number of reporting requirements associated with the grant. The funding for the program will need to be applied for and approved annually.

3. Discussion about the stakeholder meeting that will be held for the 2016 Brown County Coordinated Public Transit – Human Services Transportation Plan.

L. Conard stated that BCPC Transportation staff will be hosting the required county meeting for the *Coordinated Public Transit – Human Services Transportation Plan* effort on:

Tuesday, September 27, 2016
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:15 a.m.

L. Conard invited TCC members to the meeting and distributed meeting flyers for members of the TCC to bring back and display at their respective agencies.

L. Conard provided an overview of the plan process.

Fixing America's Surface Transportation (FAST Act), the current federal transportation law, requires the creation of a "*locally developed coordinated public transit-human services transportation plan*".

In cooperation with the Wisconsin Department of Transportation, the Brown County Planning Commission (BCPC) staff is responsible for this requirement in Brown County.

Plan process requires the following elements:

1. Complete an *Inventory of Transportation Services* in the county that serve seniors, individuals with disabilities, and low income individuals.
2. Facilitate a *County Meeting* which includes representatives from public, private, and nonprofit transportation and human service providers, as well as participation from the public.
3. Develop an *Action Plan.*

4. Review and approve a *Program of Projects* falling under Federal Section 5310.

L. Conard emphasized the significance of the Action Plan component:

- identifies gaps & concerns with transportation services
- identifies possible solutions
- identifies the responsible parties; and
- identifies roadblocks to implementation

L. Conard noted that the *Coordinated Plan* is unique in that it does not go to any local commission, committee, or government body for approval. It is a plan developed by the county meeting participants. MPO staff facilitates the meeting and attendees suggest items to include in the plan. MPO staff takes the suggestions back to the office and writes the plan and submits it to the meeting participants for review.

The completed plan will be submitted to WisDOT staff. WisDOT staff reviews the plan and determines if the federally required **plan process** was followed and **required elements** were included in the plan. If found to be the case, WisDOT staff will notify the Federal Transit Administration (FTA) that the requirements have been met. This will allow federal Section 5310 funds to flow into the Green Bay Urbanized Area.

L. Mamrosh asked for examples of action plan items.

L. Conard noted that prior to the formation of the TCC, it was identified as a need. In addition, a need for a mobility management program has been identified in the plan since 2006.

L. Conard stated that she anticipates expanded transportation services, particularly for nontraditional hours, and funding to be top issues.

L. Mamrosh stated she plans on attending the meeting.

J. Tetzlaff asked if the meeting was open to the public.

L. Conard noted that the public is invited to participate.

4. Round robin discussion about specialized transportation services in Brown County.

L. Mamrosh stated that she called *Bring It*. *Bring It* is a local company that specializes in running errands for persons with disabilities and/or seniors. *Bring It* will deliver groceries directly to the client's home. However, due to insurance reasons, the client cannot ride in the *Bring It* vehicle.

G. Maloney of the Lakeland District - Managed Care Organization (MCO) stated that they have contracted with Lee Transportation to provide services to clients. Lee Transportation has been able to accommodate after-hours hospital discharge trips. Lee Transportation is new to the area and may offer rides to other agencies or individuals.

G. Maloney also reported that he expects an uptick in the demand for transportation services for clients between the ages of 18-24 who seek employment in the community as a result of recent DVR (Division of Vocational Rehabilitation) initiatives. G. Maloney noted and S. Popp confirmed that many of these clients live on the fringe of existing urban transportation services. G. Maloney noted that one client uses Lamers Bus to transport himself into the urban area where the client can then take a Green Bay Metro bus to his final destination.

C. Runge noted that the Brown County Rural Specialized Transportation Study recently prepared by Aaron Schuette of the Brown County Planning Commission recommends that the service provided by Curative be expanded to cover the fringe urban area.

T. Whetung confirmed that Curative is looking to expand service in that area.

5. Other matters.

The next meeting of the TCC is scheduled for:

Monday, December 5, 2016
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:15 a.m.

6. Adjourn.

C. Runge adjourned the meeting at 11:14 a.m.