

## Transportation Coordinating Committee Meeting Minutes

DATE 3/2/23

Board Members Present: Dave Benson, Judi Nigbor (*virtual*), Mary Bornhoeft (*virtual*), Cheri Gibeaut, Nancy Charles

Board Members Absent: Paulette Jones

Agency Partners: Mandy Stanley, Jennifer Vote, Kris Bergh, Adam Sengbusch

1. Call to Order	Dave Benson called the meeting to order at 9 am.
2. Pledge of Allegiance	Dave Benson led the group in the pledge of allegiance.
3. Review and Approve Agenda	Motion by Judi Nigbor to approve the agenda, seconded by Cheri Gibeaut. Motion carried.
4. Citizen Comments	None
5. Minutes of Last Meeting	Motion by Cheri Gibeaut to approve the minutes from the 12/1/22 meeting, seconded by Mary Bornhoeft. Motion carried.
6. Resignation and Appointment of a new committee member.	Paulette Jones resigned from the committee. Recommendation of Nancy Charles to the Committee. This was passed through County Board in February.
7. DOT Audit Approval of a. Policies b. Manual c. Title VI Plan	Mandy Stanley shared information from a recent DOT audit that resulted in necessary updates to various policies, manuals, and plans. All the documents were sent to the committee members. Discussion among the group about the documents. Dave Benson is requesting one motion to approve all documents. Motion by Judi Nigbor to approve the Title VI Plan <i>version 2/6/23</i> , Transportation Policy <i>version 1-2023</i> , and Transportation Manual <i>version 2-2023</i> , seconded by Mary Bornhoeft. Motion carried.
8. Wisconsin Department of Transportation 53.10 Wheelchair accessible van a) 2022 Application	2022 Application: We were awarded the grant for a new bariatric lift wheelchair-accessible vehicle. A&J Mobility was assigned as the vendor. DOT sent an email on this process informing of the supply price increase and increased match amount. Now expecting delivery sometime next year.
9. Transportation Program – Specialist Report a) Quarterly Reports b) Service Delivery	Adam Sengbusch shared that he sent the quarterly reports to the committee members and noted a slight increase in the number of rides during the 4 <sup>th</sup> quarter of 2022 compared to the 4 <sup>th</sup> quarter of 2021. Judi Nigbor requested that the reports are sent to the committee sooner. Discussion among the group.
10. Transportation needs of the community – discussion. a. Follow-up on TCC meeting requirements	Jennifer Vote shared information from Jan Krueger regarding this committee’s meeting requirements. Jan couldn’t find the required number of meetings in the transportation manuals. Jan consulted with state DOT staff and per an email from Eric Anderson with the WI DOT on 12/1/2022, “How often the TCC meets is a local decision. Nothing in our statutes or guidelines for required number of meetings per month, quarter, year, etc.”.  During the audit, Jan was asked if we had a TCC and how often we met. Jan expressed that we currently meet four times per year. They expressed that that was acceptable and recommended.
11. Veteran Service Officer Report	Kris Bergh shared his appreciation for the transportation services.
12. Schedule Next Meeting Date	Thursday, June 1, 2023, at 9:00 am.
13. Motion to Adjourn	Motion by Nancy Charles to adjourn, seconded by Cheri Gibeaut. Motion carried.

Minutes Submitted by: Jennifer Vote (Drafted 3/2/23)