

Transportation Coordinating Committee Meeting Minutes

DATE 5/11/23

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

Board Members Absent: Mary Bornhoeft

Agency Partners: Jennifer Vote (*virtual*), Kris Bergh, Adam Sengbusch, Jan Krueger

1. Call to Order	Dave Benson called the meeting to order at 9:02 A.M.
2. Pledge of Allegiance	Dave Benson led the group in the pledge of allegiance.
3. Review and Approve Agenda	Motion by Nancy Charles 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 3/2/23 meeting, seconded by Nancy Charles. Motion carried.
6. DOT Audit Approval of a. Policies, Manual, Title VI Plan	<p>DOT Audit items were all submitted to the auditors, including the Policies, Manual, and Title VI plan. Yesterday afternoon received an email with approval, pending the receipt of the TCC minutes from 3.2.23, where the manual, policies, and procedures were reviewed and approved. An email was returned with a copy of the meeting minutes.</p> <p>The Title VI Plan has been approved.</p>
7. Wisconsin Department of Transportation 53.10 Wheelchair accessible van a) 2022 Application – Upgrades Approval	<p>2022 Application: We were awarded the grant for a new bariatric lift wheelchair-accessible vehicle. A&J Mobility was assigned as the vendor. The van has been ordered, and A&J Mobility is ready to receive any additional upgrades needed to the vehicle.</p> <p>Discussion on suggested upgrades and review of video related to the upgrades. Reviewed how the decision would impact clients and drivers on a daily basis. Reviewed the current Transportation Trust Account balance and how the use of these funds will impact the future projection of the fund.</p> <p>Budget discussion - Currently, the budget is 8000 for upgrades and 2500 for van wrap. Requesting approximately 3274 to be added to the 10500 for the necessary upgrades.</p> <p>Motion: Cheri Gibeaut made a motion to add 3274 to the current allocation for the presented upgrades to the Van. Nancy Charles seconded the motion. no further discussion. A majority is in favor. Judi Nigbor apposed. Motion passed.</p>
8. Transportation Program – Specialist Report a) Quarterly Reports b) Service Delivery c) Recruitment of position	<p>Adam reported that there were no new changes to the program. No new events for the last two months.</p> <p>Service delivery has stayed the same. Have been reviewing utilization rates on days and locations.</p> <p>Adam has put in his resignation, and his last day is June 2nd. An advertisement has been published, and a really good response of applications for the position. Did several interviews this past week. We are working on background checks right now.</p>
9. Transportation needs of the community – discussion only.	Nothing in our statutes or guidelines for required number of meetings per month, quarter, year, etc.”. Just bringing this topic back up for review on

<p>a. Follow-up on TCC meeting requirements</p> <p>b. Rider Copay</p>	<p>consideration to be placed on future agenda items. – Chair – Dave Benson stated that the Chair and Jan will have discussions on needed meetings and schedule as appropriate. – no further discussion</p> <p>Rider Copay has been a past topic of interest. The committee would like this placed on a future agenda to review.</p> <p>Dave requested to have data on the past 3 years of rider numbers, miles, and fuel usage.</p> <p>Dave wanted to thank Adam and gave him an appreciation for the years of service to the program and county. He really appreciated how well vehicles have been maintained and the great customer service he has given.</p>
<p>10. Veteran Service Officer Report</p>	<p>Kris Bergh shared his appreciation for the transportation services.</p>
<p>11. Schedule Next Meeting Date</p>	<p>Thursday, October 5th at 9:00 A.M.</p>
<p>12. Motion to Adjourn</p>	<p>With the agenda being completed, Dave adjourned the meeting at 9:47 A.M.</p>

Minutes Submitted by: Jennifer Vote (Drafted 5/11/23)